



Online Electronic Notice of Intent (eNOI)

For the Special Conditions for Stormwater Discharges
Associated with Construction Activity

Department of Natural Resources & Environmental Control
Sediment and Stormwater Program
285 Beiser Blvd, Suite 102, Dover Delaware 19904
302.739.9921

November 2018

Topics for Discussion

- ▶ Why eNOI?
 - ▶ page 3
- ▶ eNOI Website
 - ▶ page 4
- ▶ Creating a User Account
 - ▶ pages 5 - 23
- ▶ Entering Project Information
 - ▶ pages 24 - 49
- ▶ eNOI Payment
 - ▶ pages 50 - 55
- ▶ Signing the NOI
 - ▶ pages 56 - 64
- ▶ Co-Permittee
 - ▶ pages 65 - 76
- ▶ Notice of Termination (NOT)
 - ▶ pages 77 - 88
- ▶ Signing the NOT
 - ▶ pages 89 - 98



Notice of Intent (NOI) for Storm Water Discharges Associated With CONSTRUCTION ACTIVITY Under a NPDES General Permit

IV. Project Information (continued)

Stormwater Management Practices Proposed:
(Indicate quantity of each)

_____ 1 Filtering System

_____ 5 Restoration Practice

Plan Approval Agency: City Of Newark

Total Land Area of Site (tenths of acres): 5.94

Estimated Area to be Disturbed (tenths of acres): 5.94

Estimated Construction Start Date: 6/30/2016

Estimated Construction Completion Date: 5/31/2020

V. Permittee Certification

NOTE: SEE INSTRUCTIONS FOR SIGNATURE REQUIREMENTS

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I certify under penalty of law that I understand the terms of and conditions of the Delaware National Pollutant Discharge Elimination System (NPDES) Special Conditions for Storm Water Discharges Associated with Construction Activities.


Print Name: Doe, Jane

Signature: _____ Date: _____

Why eNOI

- ▶ In September 2005, EPA promulgated new regulations for online reporting known as Cross Media Electronic Reporting Rule (CROMERR).
- ▶ DNREC is complying with this regulation through its Online Reporting System (ORS)
- ▶ In accordance with these regulations, States receiving electronic reports must comply with certain minimum requirements.
- ▶ States had to receive EPA's approval for systems receiving electronic reports.
- ▶ Delaware's system to receive reports online has been approved by EPA.
- ▶ EPA promulgated eReporting Rule in December 2015 requiring the electronic submission of NOI data.

eNOI website

**State of Delaware**
The Official Website of the First State

Welcome to Online Submission of Notice of Intent

This web site allows you to submit the Notice of Intent for Storm Water Discharges Associated with Construction Activity under a NPDES General Permit electronically.

Login NewUser

List of NOI's for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under a NPDES General Permit

Search Criteria ^

Delegated Agency	Received Date From	Received Date To	Permit Number	Project Name Begins With
--Select--	mm-dd-yyyy	mm-dd-yyyy		
Search				

Permit Number	Project Name	Received Date	Project Type	Delegated Agency	County	Owner(s)
5003	Brecknock Park Trail Test2	12/6/2016	Federal	Delaware (State of) Department of Transportation - Highway Operations Field Serv	Kent	DeIDOT

View

DNREC's eNOI site can be found at <https://apps.dnrec.state.de.us/eNOI/default.aspx>

Creating a User Account

Data Entry Only

Data Entry and Signing Rights

Create a User Account: Who needs it?

Data Entry Only

- ▶ Consultants
- ▶ Engineers
- ▶ Surveyors

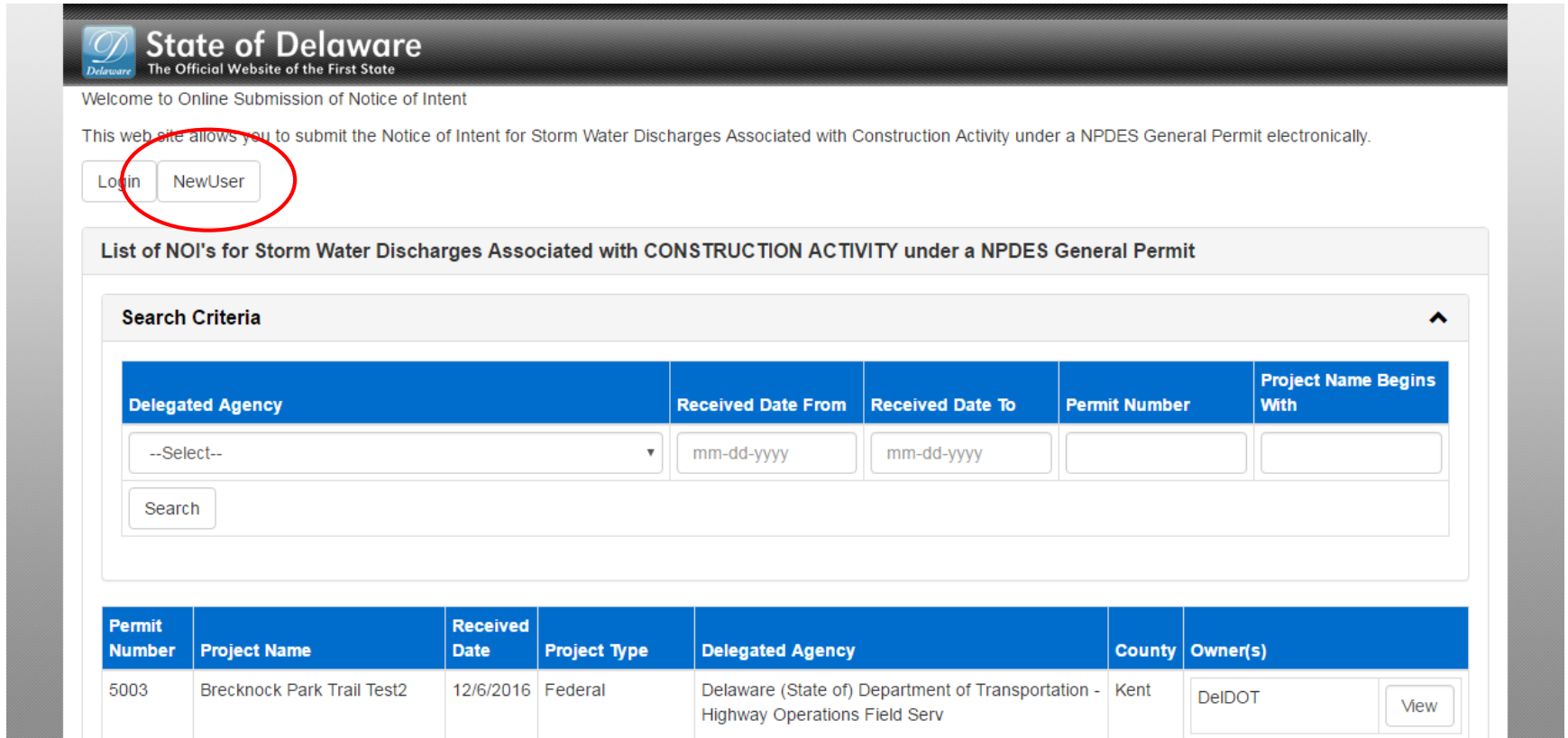
Data Entry & Signer

- ▶ Operational Control
- ▶ Owners
- ▶ Developers
- ▶ Builders

The eNOI system allows both consultants and those with operational control of construction activity to input data electronically into the eNOI.

In either case, creating a User Account starts by choosing the “NewUser” button on the eNOI website.

Create a User Account



State of Delaware
The Official Website of the First State

Welcome to Online Submission of Notice of Intent

This web site allows you to submit the Notice of Intent for Storm Water Discharges Associated with Construction Activity under a NPDES General Permit electronically.

Login NewUser

List of NOI's for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under a NPDES General Permit

Search Criteria

Delegated Agency	Received Date From	Received Date To	Permit Number	Project Name Begins With
--Select--	mm-dd-yyyy	mm-dd-yyyy		

Search

Permit Number	Project Name	Received Date	Project Type	Delegated Agency	County	Owner(s)
5003	Brecknock Park Trail Test2	12/6/2016	Federal	Delaware (State of) Department of Transportation - Highway Operations Field Serv	Kent	DeIDOT

View

The NewUser button takes you to the **Create an Account** webpage.

Create a User Account

- ▶ As a NewUser, you will be directed to the DNREC Online Reporting System (ORS) to create an account.
- ▶ The DNREC ORS is the online tool used by DNREC to comply with EPA's electronic reporting rule (CROMERR).

DNREC - Online Reporting System

Create an Account

Your DNREC ORS Account gives you access to the Data Entry Application also.

First Name :*

Middle Name :

Last Name :*

Address Line 1 :*

Address Line 2 :

City :*

State :* --Choose a State--

Zip Code :*

Desired Login Name :*

Minimum of 3 to 50 characters in length and should start with a letter only.
Contains letters (a-z), numbers (0-9), underscore (_), period (.) and @ sign.

Check Availability

EMail Address :*

Confirm EMail Address :*

Security Question1 :* --Choose a security question--

Answer1 :*

User Privilege :*

Register for:

Contract Company Name:

Submit

Create a User Account

The screenshot shows the 'Create an Account' form in the DNREC - Online Reporting System. The form includes the following fields and options:

- First Name :*** (text input)
- Middle Name :** (text input)
- Last Name :*** (text input)
- Address Line 1 :*** (text input)
- Address Line 2 :** (text input)
- City :*** (text input)
- State :*** (dropdown menu with "--Choose a State--")
- Zip Code :*** (text input)
- Desired Login Name :*** (text input)
 - Minimum of 3 to 50 characters in length and should start with a letter only.
 - Contains letters (a-z), numbers (0-9), underscore (_), period (.) and @ sign.
 - Check Availability** button
- EMail Address :*** (text input)
- Confirm EMail Address :*** (text input)
- Security Question1 :*** (dropdown menu with "--Choose a security question--")
- Answer1 :*** (text input)
- User Privilege :*** (radio buttons)
 - ☐ Data Entry Only
 - ☐ Data Entry & Signing Rights
- Register for:** (radio buttons)
 - ☒ Company
 - ☐ Project
- Contract Company Name:** (text input)
- Submit** button

- ▶ Fields with asterisks(*) are mandatory.
- ▶ For address, city, state and zip, enter work address.
- ▶ The **Desired Login Name** will be your User ID (for logging in)
 - ▶ Your email address can be used as a User ID/Login name.
- ▶ Click **Check Availability** to find out if the Login Name is still available (every Login Name has to be unique to this system).
- ▶ Choose a **Security Question** from the drop down menu.
- ▶ Provide an **Answer** to the Security Question.
- ▶ Keep a personal copy of your security question and answer.

Create a User Account: User Privilege

User Privilege :*

- ☐ Data Entry Only
- ☐ Data Entry & Signing Rights

Data Entry Only

- ▶ Individual(s) that enter data into the NOI only, they do not sign the NOI. For example:
 - ▶ Consultant
 - ▶ Engineer

Data Entry & Signing Rights

- ▶ Individual(s) that may or may not enter data into the NOI, but are authorized to sign the NOI. For example:
 - ▶ Owner
 - ▶ Developer
 - ▶ Builder
 - ▶ Operational control of a project

Create a User Account: Register for Company or a Specific Project

You can register either your company or a specific project(s) when you create your account.

DNREC - Online Reporting System

Create an Account

Your DNREC ORS Account gives you access to the Data Entry Application also.

First Name :*

Middle Name :

Last Name :*

Address Line 1 :*

Address Line 2 :

City :*

State :* --Choose a State--

Zip Code :*

Desired Login Name :*

Minimum of 3 to 50 characters in length and should start with a letter only.
Contains letters (a-z), numbers (0-9), underscore (_), period (.) and @ sign.

Check Availability

E-Mail Address :*

Confirm E-Mail Address :*

Security Question1 :* --Choose a security question--

Answer1 :*

User Privilege :*

☐ Data Entry Only
☐ Data Entry & Signing Rights

Register for:

☐ Company
☐ Project

Contract Company Name:

Submit

Create an Account

Your DNREC ORS Account gives you access to the Data Entry Application also.

First Name :*

Middle Name :

Last Name :*

Address Line 1 :*

Address Line 2 :

City :*

State :* --Choose a State--

Zip Code :*

Desired Login Name :*

Minimum of 3 to 50 characters in length and should start with a letter only.
Contains letters (a-z), numbers (0-9), underscore (_), period (.) and @ sign.

Check Availability

E-Mail Address :*

Confirm E-Mail Address :*

Security Question1 :* --Choose a security question--

Answer1 :*

User Privilege :*

☐ Data Entry Only
☐ Data Entry & Signing Rights

Register for:

☐ Company
☒ Project

Add

Click the button to add the projects to the below listbox.

Project Name:

Remove

Submit

Create a User Account: Register for Your Company

To register your Company

- ▶ Simply enter your company's name.
- ▶ Click **Submit**.
- ▶ Skip to page 15 of instructions.

Register for:

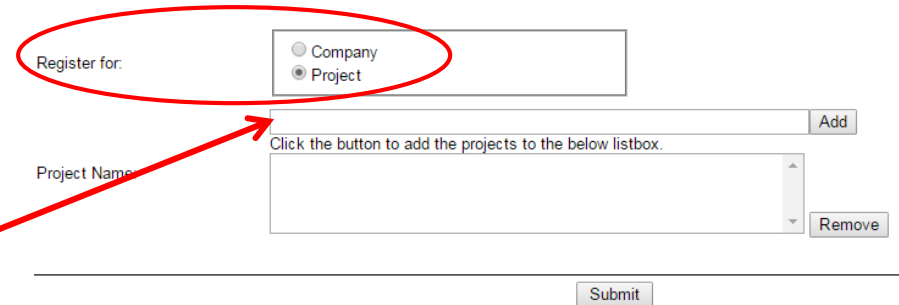
☒ Company
☐ Project

Contract Company Name:

Submit

Create a User Account: Register for Project

- ▶ In certain cases, an NOI signer may have had a consultant enter a project(s)' data.
- ▶ If this is the case, when creating an account, the NOI signer should **Register for the Project**.
- ▶ When a consultant has added a project(s) for the NOI signer, s/he should choose the **Project** button.
- ▶ Input the project's information into the box provided.
- ▶ The project information can be found in the email attachment you received notifying you of the submission.



The screenshot shows a web form for registration. A red oval highlights the 'Register for:' section, which contains two radio buttons: 'Company' and 'Project'. The 'Project' radio button is selected. A red arrow points from the text 'Register for the Project' in the list of instructions to the 'Project' radio button. Below the radio buttons is a text input field labeled 'Project Name:'. To the right of this field is an 'Add' button. Below the input field is a listbox containing the text 'Click the button to add the projects to the below listbox.' and a 'Remove' button. At the bottom of the form is a 'Submit' button.

From: DNREC Sediment and Stormwater Program <DNREC_NOI_Notifications@donotreply.state.de.us>
Sent: Thursday, January 05, 2017 4:06 PM
To: your email
Subject: New Submission has been filed!
Attachments: Main NOI Application 50.pdf

New application for a Main NOI Application has been filed, by you or on your behalf!

Submission Reference Number: 50

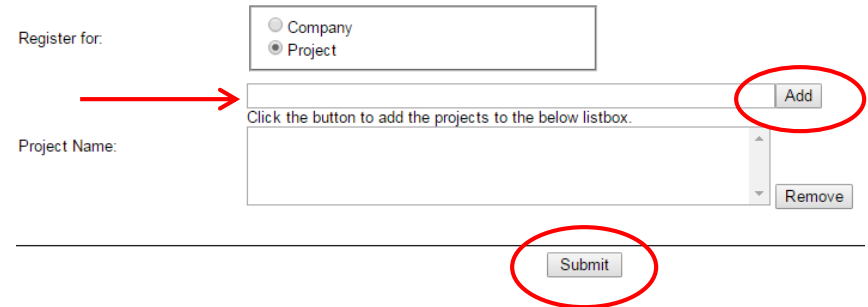
NOTE:

New users please click here <https://apps.dnrec.state.de.us/testCROMERR/fmNewRegistration.aspx> to create an account and sign the submitted document.

If you have not applied the above application or have not hired anyone to apply on your behalf, please contact the Watershed Stewardship department at [\(302\)739-9921](tel:302739-9921).

Creating a User Account: Register for Project

- ▶ Once you have input the project information, click the **Add** button.
- ▶ Then click the **Submit** button.



The form is titled "Register for:" and contains two radio buttons: "Company" and "Project". The "Project" button is selected. Below the radio buttons is a text input field for "Project Name:". To the right of the "Project Name:" label is a red arrow pointing to the "Add" button. Below the "Project Name:" label is a text area with a vertical scrollbar. To the right of the text area is a "Remove" button. Below the text area is a "Submit" button. The "Add" button and the "Submit" button are circled in red.

Register for:

☐ Company
☒ Project

Project Name:

Click the button to add the projects to the below listbox.

Add

Remove

Submit

Create an Account: Confirmation

- ▶ After pressing **Submit**, the following screen will be displayed. This is a confirmation that the first step of the registration has been completed.
- ▶ Click the ***Close Window*** button.



Create an Account: Confirmation

- ▶ An email will be sent with a link to complete the process of creating an account.
- ▶ This is a sample of the email that will be received to confirm the registration.
- ▶ Follow the instructions in order to validate the email address and to continue with the registration process.



Tue 8/1/2017 4:09 PM

DNREC Online Reporting System <dnrec_en@state.de.us>
Registration in DNREC ORS.

Dear Joe Developer,

To continue with registration on this site, please click on the link below

[Click here to continue.](#)

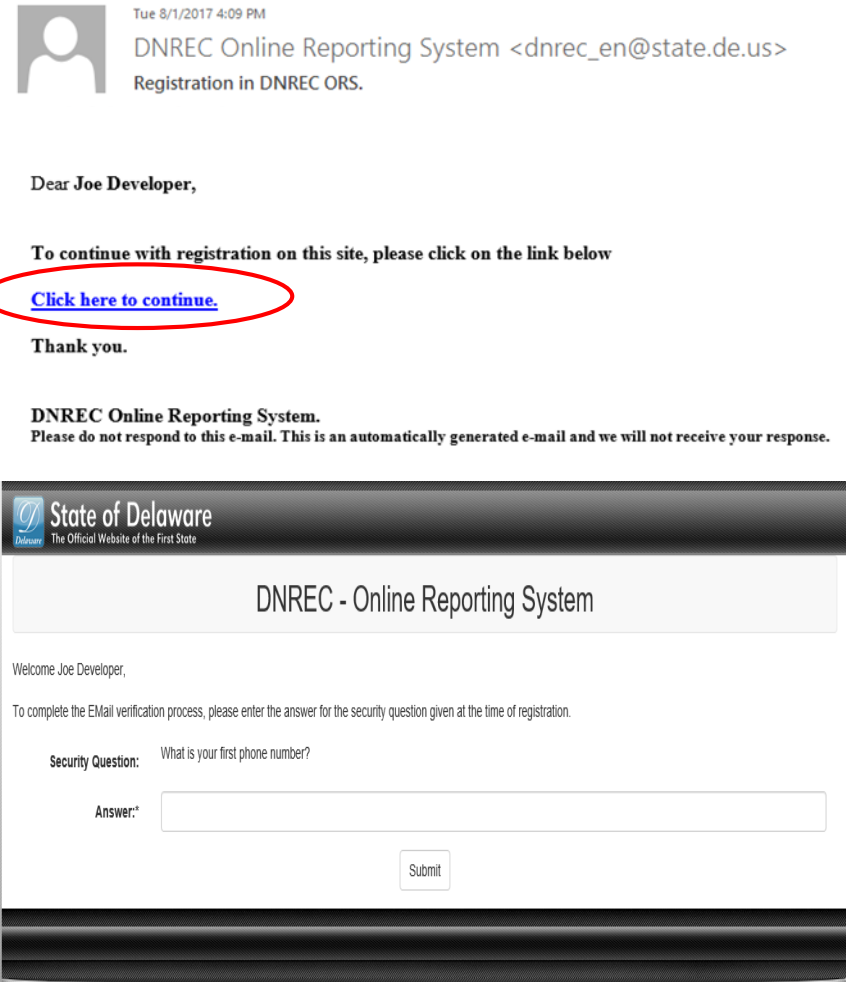
Thank you.

DNREC Online Reporting System.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.

Create an Account: Confirmation

- ▶ The email link, [Click here to continue](#), will navigate to the DNREC ORS webpage.
- ▶ **Enter** the answer to the Security Question that you selected on the registration form and press **Submit**.

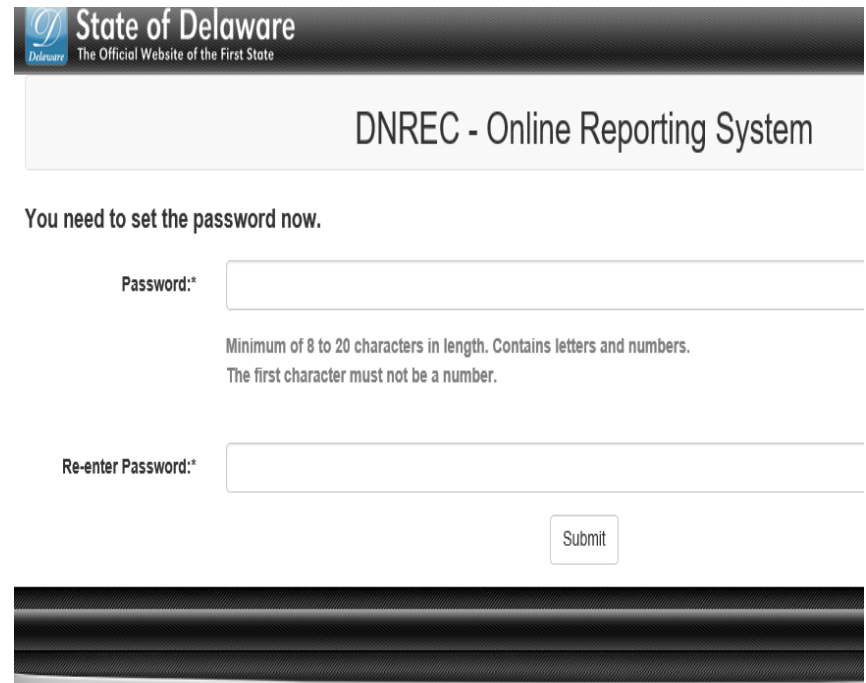


The screenshot shows an email interface. At the top, there is a header with a person icon, the date and time 'Tue 8/1/2017 4:09 PM', and the sender 'DNREC Online Reporting System <dnrec_en@state.de.us>'. The subject is 'Registration in DNREC ORS.' Below this, the email body starts with 'Dear Joe Developer,'. A line of text says 'To continue with registration on this site, please click on the link below'. A blue hyperlink 'Click here to continue.' is circled in red. This is followed by 'Thank you.' and a footer that reads 'DNREC Online Reporting System. Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.'

Below the email content is a screenshot of the DNREC - Online Reporting System webpage. The page has a dark header with the 'State of Delaware' logo and tagline 'The Official Website of the First State'. The main heading is 'DNREC - Online Reporting System'. The content area says 'Welcome Joe Developer,' and 'To complete the EMail verification process, please enter the answer for the security question given at the time of registration.' It then asks the 'Security Question: What is your first phone number?' and provides an 'Answer:' text input field. A 'Submit' button is located below the input field.

Create an Account: Create a password

- ▶ You then will be prompted to create a password.
- ▶ The guidelines for the creation of the password, which may include:
 - ▶ 8 – 20 characters
 - ▶ Letters and numbers **only**
 - ▶ 1st character may not be a number
- ▶ The password will need to be entered a second time for verification.
- ▶ Passwords are valid for 90 days, the system will prompt the user for a new password.
- ▶ Then press **Submit**.



The screenshot shows the 'State of Delaware' header with the tagline 'The Official Website of the First State'. Below this is the 'DNREC - Online Reporting System' title. The main instruction reads 'You need to set the password now.' There are two input fields: 'Password:*' and 'Re-enter Password:*'. Between the fields, the password requirements are listed: 'Minimum of 8 to 20 characters in length. Contains letters and numbers. The first character must not be a number.' A 'Submit' button is located below the second input field. The bottom of the page features a dark, textured decorative bar.

Create an Account: Password confirmed

- ▶ If you registered as a **Data Entry Only** user, you will receive an email confirmation.
- ▶ If you registered as a **Data Entry & Signing Rights** user, you will be prompted to create four more security questions and answers.
- ▶ Use the dropdown menus to choose your security questions. Submit your answers and click **OK**.



Tue 8/1/2017 4:52 PM

DNREC Online Reporting System <dnrec_en@state.de.us>

Setting the Password.

Dear **Joe Developer**,

Confirmation Email, you have set the password successfully.

Thank you.

DNREC Online Reporting System.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.



State of Delaware
The Official Website of the First State

DNREC - Online Reporting System

Security Question:

Answer:

--Choose a security question--



--Choose a security question--



--Choose a security question--



--Choose a security question--



OK

Reset

Create an Account: Electronic Signature

- ▶ The user is then directed to the electronic signature agreement. You may need to scroll down to find the prompts.
- ▶ Click ***Print Agreement***.
- ▶ Check the ***I have printed the agreement*** box.
- ▶ Click ***Submit***.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System

Agreement

ELECTRONICALLY TO THE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC) to sign electronic reports submitted to DNREC's Online Reporting System (ORS) for Land Development Erosion Control.

In accepting the electronic signature credential issued by the Department of Natural Resources and Environmental Control (DNREC) to sign electronic reports submitted to DNREC's Online Reporting System (ORS) for Land Development Erosion Control.

Name: Joe Developer
Address: 89 Kings highway
City, State, Zip: Dover, DE, 19901
Email Address: jamie.rutherford@state.de.us
Company Name: Joe.Developer

I Joe Developer,

(1) Agree to protect the signature from use by anyone except me, and to confirm system security with third parties where necessary. Specifically, I agree to maintain the secrecy of the code where the signature is based on a secret code;

(2) Understand that the immediate Supervisor or Witnessing Official who signs below will be contacted by the DNREC and asked to validate my employment at the facility name listed above;

(3) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand written signature, and that legal action can be taken.

[Print Agreement](#)

Please make a printout of this above Agreement([click here to generate a pdf file for printing](#)). If you agree with the terms and conditions given here do check the "I have printed the agreement" checkbox and click on Submit button. You need to duly sign the printed copy and send it to the address given below on the agreement.

☐ I have printed the agreement

[Submit](#) [Cancel](#)

Create an Account: Electronic Signature

Sample Electronic Signature Agreement

ELECTRONIC SIGNATURE AGREEMENT FOR SUBMITTING DATA ELECTRONICALLY TO THE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC)

In accepting the electronic signature credential issued by the Department of Natural Resources and Environmental Control(DNREC) to sign electronic reports submitted to DNREC's Online Reporting System (ORS) for Land Development Erosion Control.

Name: Joe Developer
Address: 89 Kings highway
City, State, Zip: Dover, DE, 19901
Email Address: jamie.rutherford@state.de.us
Company Name: Joe.Developer

I Joe Developer,

(1) Agree to protect the signature from use by anyone except me, and to confirm system security with third parties where necessary. Specifically, I agree to maintain the secrecy of the code where the signature is based on a secret code;

(2) Understand that the immediate Supervisor or Witnessing Official who signs below will be contacted by the DNREC and asked to validate my employment at the facility name listed above;

(3) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature, and that legal action can be taken against me based on my use of my electronic signature in submitting an electronic document to the DNREC's Online Reporting System;

(4) Agree never to delegate the use of my electronic signature or make my signature available or use by anyone else;

(5) Understand that whenever I electronically sign and submit an electronic document to the DNREC Online Reporting System, acknowledgements and a copy of my submission will be made available to me;

(6) Agree to review the acknowledgements and copies of documents I electronically sign and submit to the DNREC Online Reporting System;

(7) Agree to report to the DNREC, within twenty-four hours of discovery, any evidence of the loss, theft, or other compromise of any component of my electronic signature;

(8) Agree to report to the DNREC, within twenty-four hours of discovery, any evidence of discrepancy between an electronic document I have signed and submitted and what the DNREC Online Reporting System has received from me;

(9) Agree to notify the DNREC if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions to the DNREC Online Reporting System, as soon as this change in relationship occurs and to sign a surrender certification at that time.

E-mail Address for DNREC Online Reporting System correspondence:

Name of electronic signature holder: NOI Signer

Signature of electronic signature holder: _____

Official Title: _____

Date: _____

Authorization by Immediate Supervisor or Witnessing Official :

I, _____ acknowledge that the individual named above works at/for

_____ and is authorized to submit documents on the company's behalf.

Signature of Immediate Supervisor or Witnessing Official Date

Official Title Date

Definitions

1. Electronic signature means any information in digital form that is included in or logically associated with an electronic document for the purpose of expressing the same meaning and intention as would a handwritten signature if affixed to an equivalent paper document with the same reference to the same content. The electronic document bears or has on it an electronic signature where it includes or has logically associated with it such information.

2. Electronic signature credential refers to the credential held by the individual user that is used to electronically sign electronic submissions. The electronic signature credential consists of the DNREC Online Reporting System password that the certifier established when he/she created his/her DNREC Online Reporting System account and answers to 5 questions provided by him/her and stored by DNREC Online Reporting System. The password and answer to a question will be asked each time a user attempts to certify an electronic submission through DNREC Online Reporting System and the correct answer will allow for the certification and submission of the Electronic Reporting file to DNREC.

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

Watershed Stewardship
89 Kings Highway
Dover, DE 19901
Phone No:
email address:

Attention: Joanne Gedney

Create an Account: Electronic Signature

- ▶ Read the printed electronic signature agreement.
- ▶ **Sign the printed electronic signature agreement and mail it to the address shown.**
- ▶ Do not mail NOI's or checks to DNREC.

E-mail Address for DNREC Online Reporting System correspondence:

Name of electronic signature holder: **Name printed here**

Signature of electronic signature holder: **Sign here**

Official Title: _____

Date: _____

Authorization by Immediate Supervisor or Witnessing Official :

I, _____ acknowledge that the individual named above works at/for

_____ and is authorized to submit documents on the company's behalf.

Signature of Immediate Supervisor or Witnessing Official

Date

Official Title

Date

DNREC
Sediment and Stormwater Program
285 Beiser Blvd, Suite 102
Dover, DE 19904

Create an Account: Electronic Signature

- ▶ After the Electronic Signature Agreement is received, verified, and approved by Sediment and Stormwater Program, an email confirmation is sent to the user.
- ▶ The user with signing rights will be able to electronically sign the NOI.

From: DNREC Online Reporting System <dnrec_en@state.de.us>
Sent: Tuesday, June 14, 2016 9:14 AM
To: (your email)
Subject: DNREC Online Reporting System User Signature Privilege Status

Dear (NOI signer)

You have been approved to sign the documents submitted by the contract company.

For questions contact the DNREC Online Reporting System Administrator.

Thank you.

DNREC Online Reporting System.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.

Entering Data into the eNOI

DNREC eNOI

Entering eNOI data

Data Entry Only

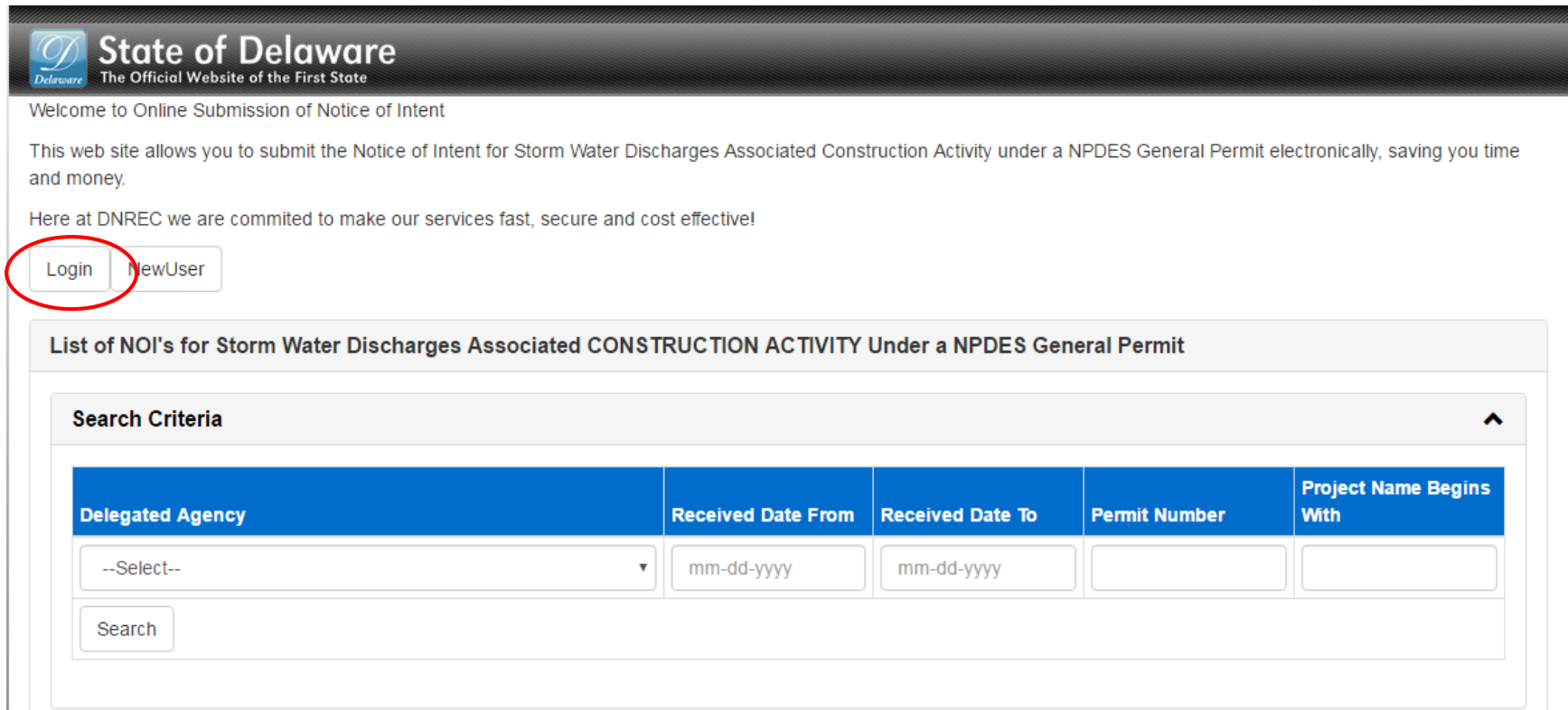
- ▶ Once you have created an account and DNREC has approved your account, you will be able to enter data into the electronic NOI.


Data Entry & Signing Rights

- ▶ Once you have created an account, signed and submitted the Electronic Signature Agreement, and DNREC has approved your account, you will be able to enter data into the electronic NOI and electronically sign NOIs.

Entering eNOI data

- ▶ Once you have completed the registration, you can log into the eNOI system.
- ▶ Open the eNOI webpage and click **Login**.



 **State of Delaware**
The Official Website of the First State


Welcome to Online Submission of Notice of Intent


This web site allows you to submit the Notice of Intent for Storm Water Discharges Associated Construction Activity under a NPDES General Permit electronically, saving you time and money.

Here at DNREC we are committed to make our services fast, secure and cost effective!

[Login](#) [NewUser](#)

List of NOI's for Storm Water Discharges Associated CONSTRUCTION ACTIVITY Under a NPDES General Permit

Search Criteria 

Delegated Agency	Received Date From	Received Date To	Permit Number	Project Name Begins With
--Select-- 	mm-dd-yyyy	mm-dd-yyyy		
<input type="button" value="Search"/>				

eNOI login screen

- ▶ Enter your User Name (Login Name) and Password.
- ▶ If you have forgotten your password click [Forgot Password](#) and follow the prompts to reset password

The screenshot shows the login interface for the DNREC - Online Reporting System. At the top, there is a header for the State of Delaware with the text 'The Official Website of the First State'. Below this, the title 'DNREC - Online Reporting System' is centered. The main login area is a light gray box with a blue header labeled 'Login Screen'. Inside this box, there are two input fields: 'Login Name:' and 'Password:'. To the right of the 'Password:' field is a 'Login' button. Below the 'Login' button is a blue link labeled 'Forgot Password'.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System

Login Screen

Login Name:

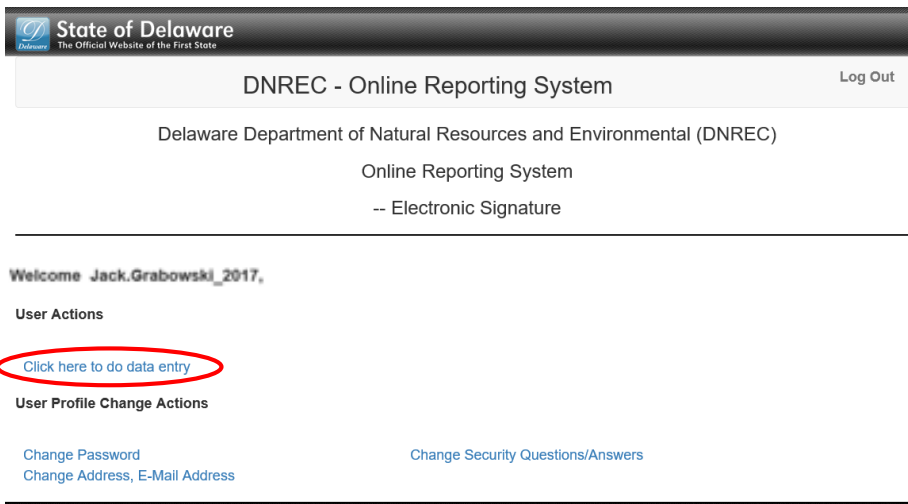
Password:

Login

[Forgot Password](#)

DNREC Online Reporting System

Data Entry Only



State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Delaware Department of Natural Resources and Environmental (DNREC)
Online Reporting System
-- Electronic Signature

Welcome Jack.Grabowski_2017,

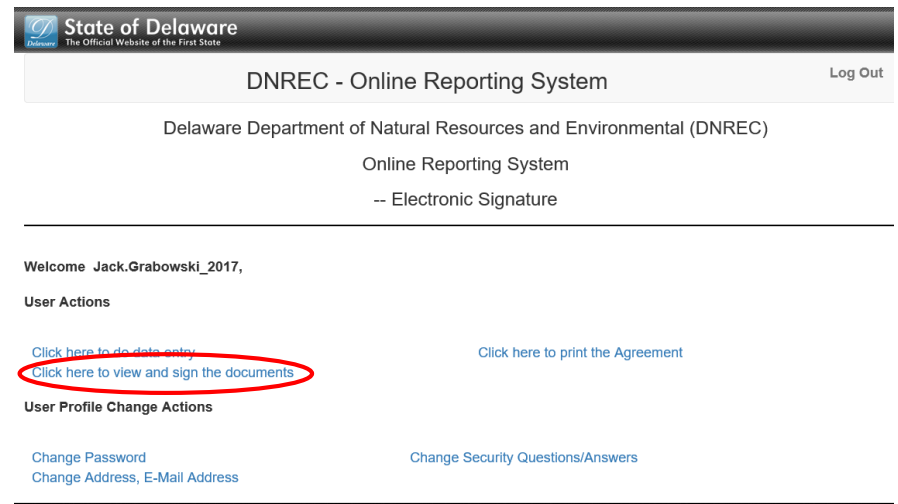
User Actions

[Click here to do data entry](#)

User Profile Change Actions

[Change Password](#) [Change Address, E-Mail Address](#) [Change Security Questions/Answers](#)

Data Entry & Signing Rights



State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Delaware Department of Natural Resources and Environmental (DNREC)
Online Reporting System
-- Electronic Signature

Welcome Jack.Grabowski_2017,

User Actions

[Click here to do data entry](#) [Click here to view and sign the documents](#) [Click here to print the Agreement](#)

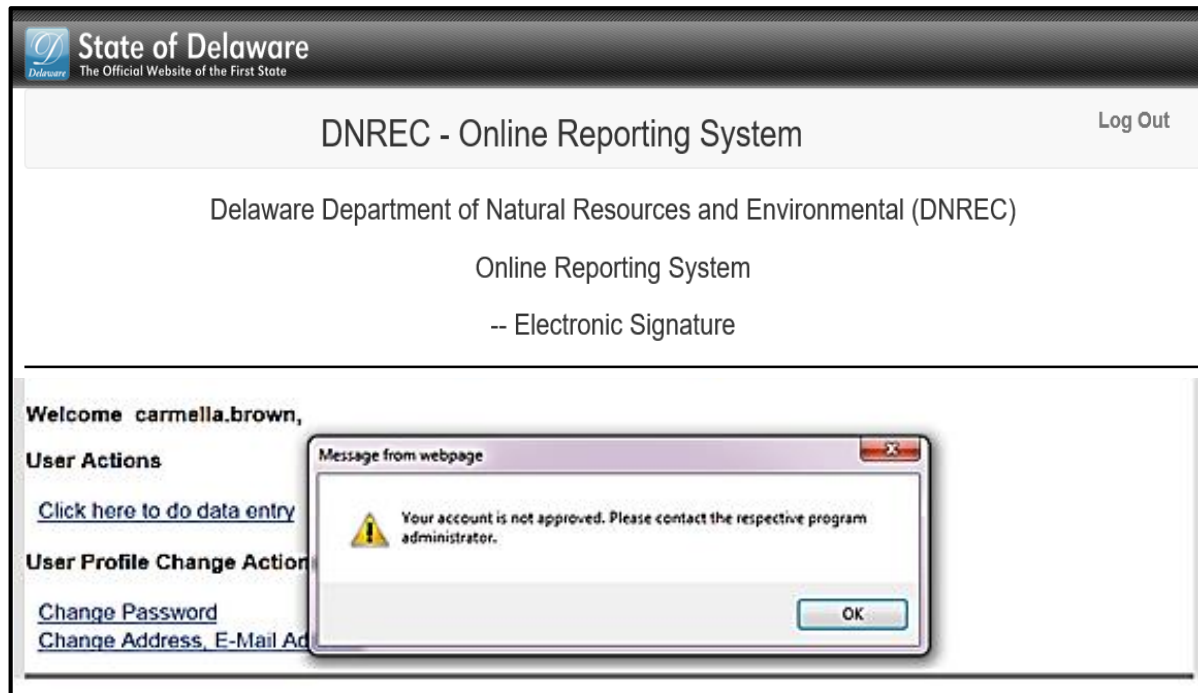
User Profile Change Actions

[Change Password](#) [Change Address, E-Mail Address](#) [Change Security Questions/Answers](#)

Both types of accounts can input data to the system but only the accounts with signing rights can view and sign the NOI.
To enter data **Click here to do data entry.**

DNREC Online Reporting System

- ▶ Each user account has to be approved by the Sediment & Stormwater Program.
- ▶ If your account has not been approved you will receive this error message.



- ▶ 29 Contact the Sediment & Stormwater Program at DNREC_eNOIadmin@state.de.us

DNREC Online Reporting System

- ▶ When your account is approved, the system will take you to main page of electronic Notice Of Intent (eNOI) application.
- ▶ Click **Add New Submission** to start the data entry of a new NOI.

State of Delaware
The Official Website of the First State

Home Document Management Logout

User Name:
Welcome to the main page of Notice Of Intent application. Here you could fill out application for new NOI, CoPermittee and Termination, view previous submitted NOIs and even delete incomplete submission.

NOI Submissions for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under a NPDES General Permit

Reference No	Project Name	Received Date	Permit Number	Owner	Submission Status	Submission Type	Action
							V D X

1 2

Add a new submission

Select the Submission Type: GeneralNOIPermit **Add New Submission**

Privacy | Contact | Phone Directory

eNOI Data Entry

State of Delaware
The Official Website of the First State

Home Document Management Logout

Notice of Intent (NOI) for Storm Water Discharges Associated With
CONSTRUCTION ACTIVITY Under a NPDES General Permit

Applicant Information
Project Information
Project Information (continued)

Owner Information ^

Company Type
Unknown/Other

Company Name
Company Name

*
Last Name First Name
Last Name First Name

Address1
Address1

Address2
Address2

Zip City State
Zip City State Delaware

Phone Ext Mobile
Phone Ext Mobile

Email
Email

Contact Information v

- ▶ Enter the data elements for your project starting with the owner's information.
- ▶ Use the dropdown menu to choose the **Company Type**.
- ▶ Fields with asterisks(*) are mandatory.

eNOI Data Entry

The screenshot displays a web form for eNOI Data Entry, divided into two main sections: "Owner Information" and "Contact Information".

Owner Information Section:

- Company Type:** A dropdown menu with "Unknown/Other" selected.
- Company Name:** A text input field containing "Company Name".
- Last Name:** A text input field containing "Last Name".
- First Name:** A text input field containing "First Name".
- Address1:** A text input field containing "Address1".
- Address2:** A text input field containing "Address2".
- Zip:** A text input field containing "Zip".
- City:** A text input field containing "City".
- State:** A dropdown menu with "Delaware" selected.
- Phone:** A text input field containing "Phone".
- Ext:** A text input field containing "Ext".
- Mobile:** A text input field containing "Mobile".
- Email:** A text input field containing "Email".

Contact Information Section:

- Company Name:** A text input field containing "Company Name".
- Last Name:** A text input field containing "Last Name".
- First Name:** A text input field containing "First Name".
- Address1:** A text input field containing "Address1".
- Address2:** A text input field containing "Address2".
- Zip:** A text input field containing "Zip".
- City:** A text input field containing "City".
- State:** A dropdown menu with "Delaware" selected.

In the top right corner of the "Contact Information" section, there is a dropdown menu labeled "Owner Information" and a button labeled "Copy". The "Copy" button is circled in red.

- ▶ Continue entering the Contact information.
- ▶ If the Contact information is the same as the owner's, just click **Copy**.
- ▶ Otherwise, input the Contact's information.

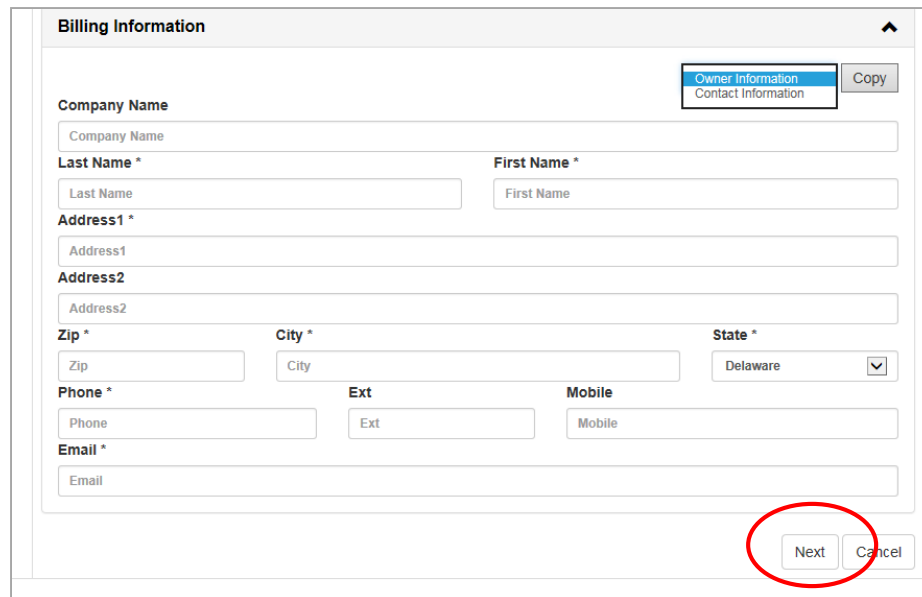
eNOI Data Entry

The screenshot displays the eNOI Data Entry form. The top section contains fields for Company Name, Last Name *, First Name *, Address1 *, Address2, Zip *, City *, State *, Phone *, Ext, Mobile, and Email *. Below this is the Billing Information section, which is highlighted with a grey background. Within the Billing Information section, there is a dropdown menu with two options: 'Owner Information' and 'Contact Information'. A red circle highlights this dropdown menu and the 'Copy' button next to it. Below the dropdown menu are the same input fields as the top section. At the bottom right of the form are 'Next' and 'Cancel' buttons.

- ▶ Continue entering the Billing information.
- ▶ The billing information should reflect the person/company paying for the NOI.
- ▶ Use the dropdown menu to copy either the owner's or contact's info and click **Copy**.
- ▶ Otherwise, input the billing information.

eNOI Data Entry

- ▶ After completing the Owner, Contact, and Billing information click **Next**.



The screenshot shows a web form titled "Billing Information" with a collapse arrow in the top right. The form contains several input fields: "Company Name", "Last Name *" (with a sub-field "Last Name"), "First Name *" (with a sub-field "First Name"), "Address1 *" (with a sub-field "Address1"), "Address2" (with a sub-field "Address2"), "Zip *" (with a sub-field "Zip"), "City *" (with a sub-field "City"), "State *" (a dropdown menu showing "Delaware"), "Phone *" (with sub-fields "Phone", "Ext", and "Mobile"), and "Email *". In the top right corner, there is a tabbed interface with "Owner Information" (highlighted in blue) and "Contact Information", and a "Copy" button. At the bottom right, the "Next" and "Cancel" buttons are visible, with the "Next" button circled in red.

eNOI Data Entry

State of Delaware
The Official Website of the First State

Home Document Management Logout

Notice of Intent (NOI) for Storm Water Discharges
Associated With CONSTRUCTION ACTIVITY Under a
NPDES General Permit

Applicant Information
Project Information
Project Information (continued)

Site Information

Project Name *

Project Location/Address *

Address1

Zip * City * State *

Zip City Delaware

County * Municipality * (Enter N/A if unincorporated)

Select Municipality

Project Type Other

Federal

Tax Parcel Information

Tax Parcel Number	County	Action
Click here to add Tax Parcel		

Site Location

Select the Discharge Point: Map Point

Latitude: * Longitude: *

Watershed: *

Stormwater Management Practices Proposed

BMP Name	BMP Other Name	Quantity	Action
Wet Pond			Add BMP

Previous Next Cancel

Contact DNREC - Watershed Stewardship (302) 739-9921 or DNREC_eNOIadmin@state.de.us

- ▶ Input the project information.
- ▶ Dropdown menus are provided for your convenience.
- ▶ Fields with asterisks(*) are mandatory.
- ▶ Type N/A if no municipality.

eNOI Data Entry

- ▶ The dropdown menu for project type gives a wide range of types from which to choose.
- ▶ If you choose “Other” use the box circled to identify the type of project.

State of Delaware
The Official Website of the First State

Home Document Management Logout

Notice of Intent (NOI) for Storm Water Discharges Associated With
CONSTRUCTION ACTIVITY Under a NPDES General Permit

Applicant Information
Project Information
Project Information (continued)

Site Information

Project Name *

Project Location/Address *

Address 1

Zip * City * State *

County * Municipality * (Enter N/A if unincorporated)

Project Type

Tax Parcel Information

Tax Parcel Number	County	Action
Click here to add Tax Parcel		

Site Location

Select the Discharge Point: Map Point

Latitude: * Longitude: *

Watershed: *

Stormwater Management Practices Proposed

BMP Name	BMP Other Name	Quantity	Action
Wet Pond			Add BMP

eNOI Data Entry

- ▶ To add the project's Tax Parcel Information choose **Click here to add Tax Parcel** to open the section.
- ▶ Choose the County where the project is located.
- ▶ Input the tax Parcel Number into the boxes.
- ▶ Click **Add Tax Parcel**.

Tax Parcel Information

Tax Parcel Number	County	Action
-------------------	--------	--------

Click here to add Tax Parcel

Select County:

☐ New Castle ☒ Kent ☐ Sussex

Tax Parcel Sample:

MN-00-123.01-02-34.00.000

Tax Parcel Number:

MN

00

123

01

02

34

00

000

ED-East Dover(02)

05-Dover

077

05

04

51

00

000

Add Tax Parcel

eNOI Data Entry

Project Information (continued)

Project Name
DNREC

Project Location/Address
89 Kings Hwy

Zip 19901 **City** Dover **State** Delaware

County Kent **Municipality** Dover

Project Type State

Tax Parcel Information

Tax Parcel Number	County	Action
ED-05-077.05-04-51.00.000	K	X

Click here to add Tax Parcel

Stormwater Management Practices Proposed

BMP Name	BMP Other Name	Quantity	Action
Bioretention		1	X

Wet Pond Add BMP

Site Location

Select the Discharge Point: Map Point

Latitude: Longitude:

Watershed:

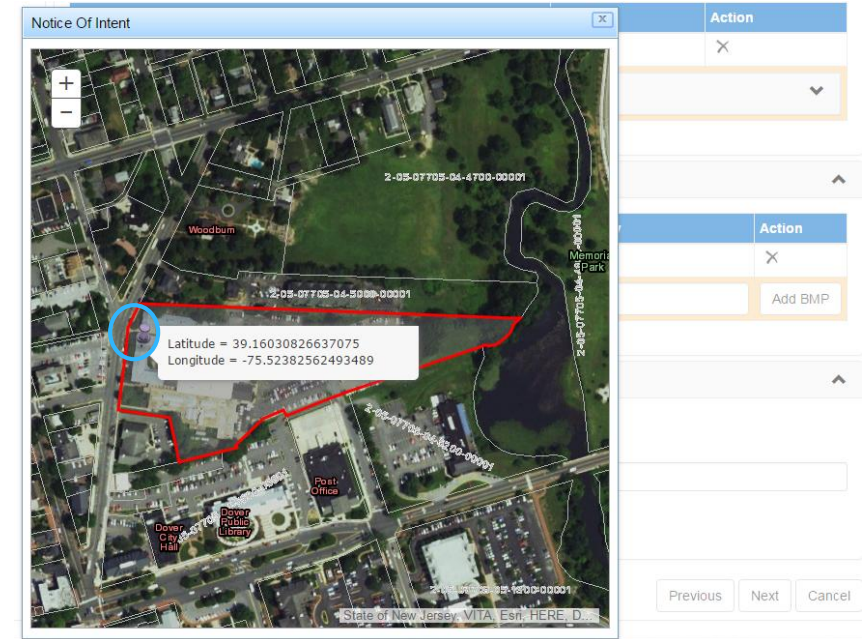
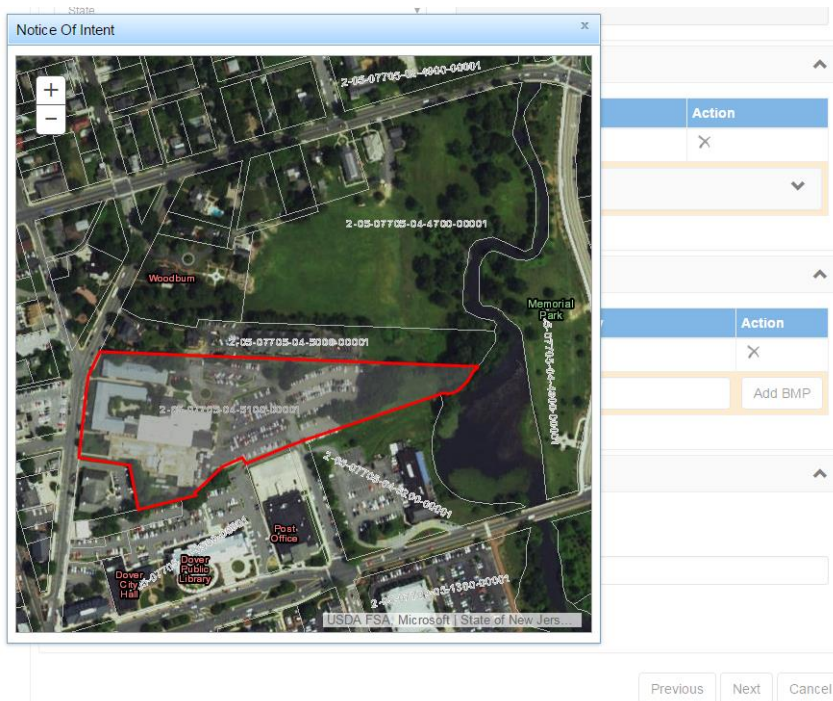
Previous Next Cancel

► If you added the Tax Parcel click **Map Point**.

eNOI Data Entry

A map with the Parcel outlined in red should appear.

Use your cursor/pointer and click the discharge point from the lot.

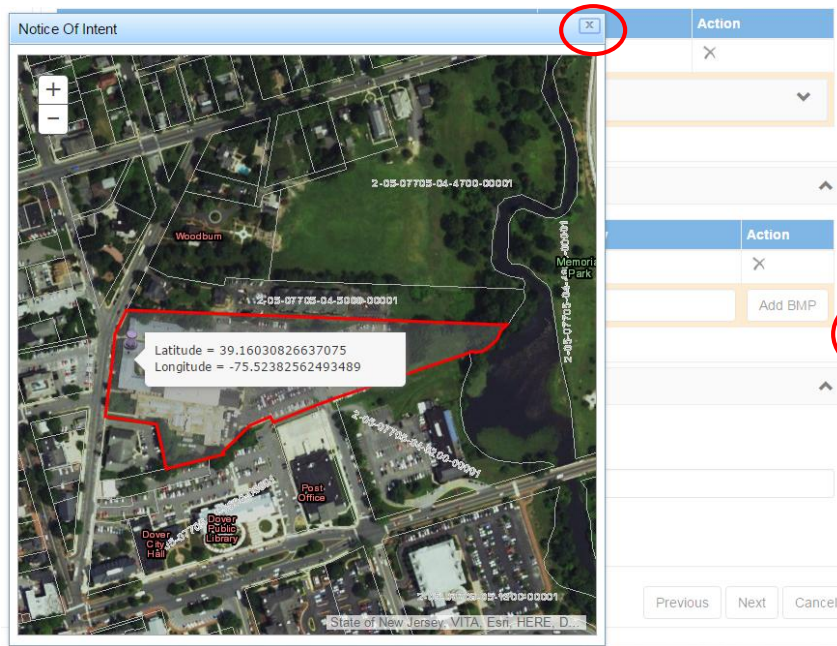


The Latitude and Longitude of the Parcel should appear.

eNOI Data Entry

Click the **X** in the corner of the map.

The Latitude, Longitude, and Watershed will automatically populate the cells.



Site Location

Select the Discharge Point:

Latitude: **Longitude:**

Watershed:

eNOI Data Entry

- ▶ You can also add the Latitude and Longitude manually and the watershed will be automatically populated.
- ▶ The Latitude and Longitude should extend 6-digits past the decimal point (e.g. 39.160327).
- ▶ The longitude should have a negative sign in front of the digits.
- ▶ Click **Map Point** to ensure the latitude and longitude you entered corresponds to your project.

Site Location

Select the Discharge Point: Map Point

Latitude: *
39.154930

Longitude: *
-75.532184

Watershed: *
Upper Saint Jones River

Stormwater Management Practices Proposed

BMP Name	BMP Other Name	Quantity	Action
Wet Pond		1	✕
<div>Wet Pond</div>			Add BMP

Previous

Next

Cancel

eNOI Data Entry

89 Kings Hwy

Zip * 19901 City * Dover State * Delaware

County * Kent Municipality * Dover

Project Type State

Tax Parcel Information

Tax Parcel Number	County	Action
ED-05-077.05-04-51.00.000	K	X
Click here to add Tax Parcel		

Stormwater Management Practices Proposed

BMP Name	BMP Other Name	Quantity	Action
Bioretention		1	X
Wet Pond			Add BMP

Longitude: -75.523814

Previous Next Cancel

Privacy | Contact | Phone Directory

- ▶ Use the dropdown menu to choose your BMP(s).
- ▶ Include all BMPs and the quantity of BMPs.
- ▶ Click **Add BMP** for each new BMP you add.
- ▶ Click **Next** to navigate to the next screen.

eNOI Data Entry

- ▶ Your NOI must be approved prior to obtaining Sediment and Stormwater Plan approval.
- ▶ Use the dropdown menu to select the Approval Agency.
- ▶ Land areas should be input to the tenth of an acre.
- ▶ Click **Save**.

Notice of Intent (NOI) for Storm Water Discharges Associated With CONSTRUCTION ACTIVITY Under a NPDES General Permit

Applicant Information
Project Information
Project Information (continued)

Other Information

Has the Sediment & Stormwater / Storm Water Pollution Prevention Plan (SWPPP) been prepared?
☒ Yes ☐ No

Plan Approval Agency:
--Select--

Total Land Area of Site:

Est. Construction Start Date:

mm-dd-yyyy

Est. Area to be Disturbed:

Est. Construction Completion Date:

mm-dd-yyyy

Comments:

Previous Save Cancel

eNOI Certification

IMPORTANT

- ▶ If you are a Data Entry Only user, you must include the email of the owner in cell titled **Permittee 1 Email address**.
- ▶ If you are a Data Entry & Signing Rights user and signing this NOI, check the **Check this Box if you are signing this application**.

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address:

☒ Check this box if you are signing this application.



eNOI Certification

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address:

☐ Check this box if you are signing this application.

Permittee Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I certify under penalty of law that I understand the terms of and conditions of the Delaware National Pollutant Discharge Elimination System (NPDES) Special Conditions for Storm Water Discharges Associated with Construction Activities.

☒ I Agree

Next

Cancel

- ▶ Read the Permittee Certification and check the “**I Agree**” box to move forward.
- ▶ Then click **Next**.



Summary & Filing the eNOI

Submission Summary

Submission Information

Owner Name	Test Builders DE 2018
Owner Address	89 Kings Highways, DE, 19901
Permit Number	
Project Name	Test School Kent County
Project Address	Duck Creek Parkway, Smyrna, DE, 19977
Submission Type	Notice of Intent Application
Prepared By	Matthew T. Grabowski
Prepared Company	Matthew Builders DE
Ref. No.	135

Submission Status

Status Date	Status	Comment
11/27/2017	Open	

Payment Information

Application Fee	195.00
Discount Code	
Amount Paid	0.00

Delete View Preview **Submit** Cancel

- ▶ Review the basic information on the summary to make sure it is correct.
- ▶ Click **Submit** to continue.



Review Submission

State of Delaware
The Official Website of the First State

Home Document Management Logout

Review Submission

DELaware
SEDIMENT &
STORMWATER
PROGRAM

FORM 1
DATE RECEIVED: 11/23/2016
ID #: _____

Notice of Intent (NOI) for Storm Water Discharges Associated With
CONSTRUCTION ACTIVITY Under a NPDES General Permit

I. Applicant Information

Owner/Operator: DRENC

Owner Last Name: Watkins

Owner First Name: matt MI: Prefix: Suffix:

Mailing Address 1: 89 Kings Hwy

Mailing Address 2:

City: Dover State: DE Zip: 19901

Telephone: 3027399921 Mobile: 3027399921

Email Address: matthew.watkins@state.de.us

II. Contact Information

Owner/Operator: DRENC

Back Continue

Privacy | Contact | Phone Directory

- ▶ Review the .pdf copy of the NOI for accuracy.
- ▶ If you find a mistake, scroll down and click **Back**, and go back to the previous page.
- ▶ If the document is accurate, click **Continue**.

Review Submission

Submission Summary

Submission Information

Owner Name	Test Builders DE 2018
Owner Address	89 Kings Highways, DE, 19901
Permit Number	
Project Name	Test School Kent County
Project Address	Duck Creek Parkway, Smyrna, DE, 19977
Submission Type	Notice of Intent Application
Prepared By	Matthew T. Grabowski
Prepared Company	Matthew Builders DE
Ref. No.	135

Submission Status

Status Date	Status	Comment
11/27/2017	Open	

Payment Information

Application Fee	195.00
Discount Code	
Amount Paid	0.00

Delete **View** Preview Submit Cancel

- ▶ To make corrections, click **View** to go through the online pages and make your corrections.
- ▶ Once you've made your corrections, click **Submit**.



Review Submission

State of Delaware
The Official Website of the First State

Home Document Management Logout

Review Submission



FORM 1
DATE RECEIVED: 11/23/2016
ID #: _____

Notice of Intent (NOI) for Storm Water Discharges Associated With CONSTRUCTION ACTIVITY Under a NPDES General Permit

I. Applicant Information

Owner/Operator: DRENC

Owner Last Name: Watkins

Owner First Name: matt MI: Prefix: Suffix:

Mailing Address 1: 89 Kings Hwy

Mailing Address 2:

City: Dover State: DE Zip: 19901

Telephone: 3027399921 Mobile: 3027399921

Email Address: matthew.watkins@state.de.us

II. Contact Information

Owner/Operator: DRENC

▶ Review Submission and Click **Continue.**

Billing Information

State of Delaware
The Official Website of the First State

Home Document Management Logout

Billing Information

First Name:*

Last Name:*

Address 1:*

City:*

State:*

Zip:*

Email:*

Required Payment: \$195.00

\$195.00

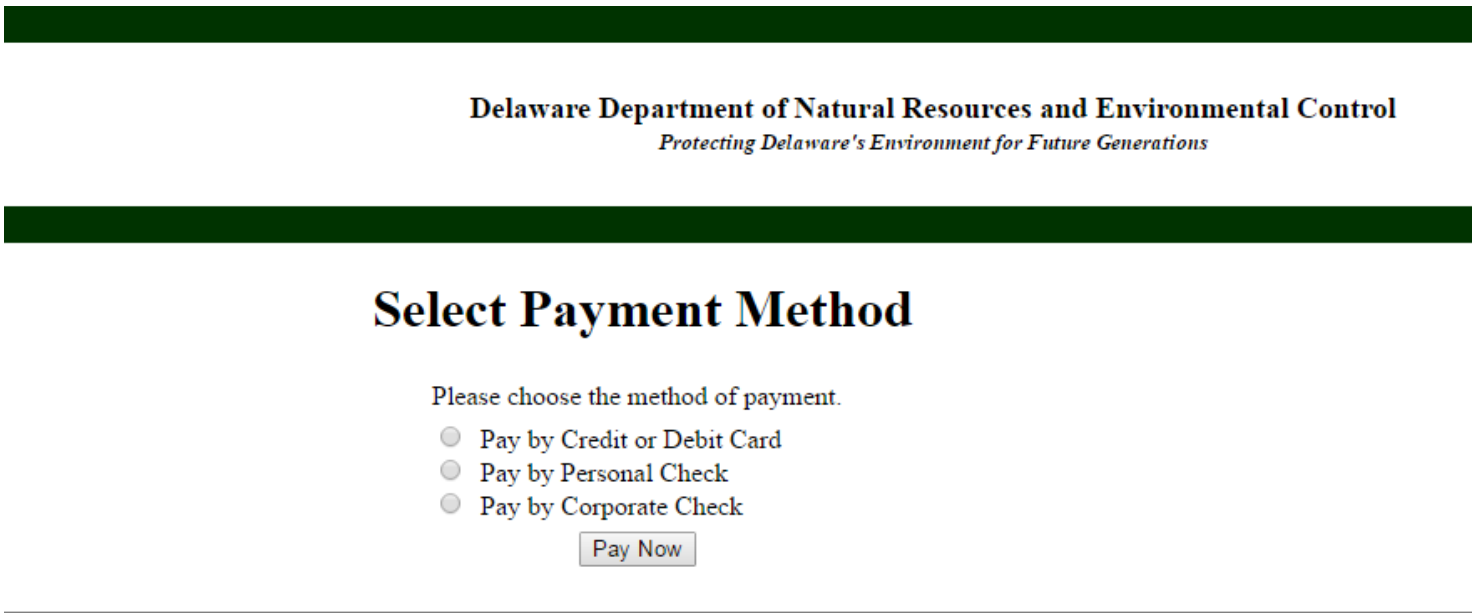
Cancel Continue

Privacy | Contact | Phone Directory

▶ Input your billing information and click **Continue**.

eNOI payment

- ▶ Choose which payment method you'd like to use.
- ▶ If you choose personal or corporate check you'll need to know your routing and account numbers.



Delaware Department of Natural Resources and Environmental Control
Protecting Delaware's Environment for Future Generations

Select Payment Method

Please choose the method of payment.

- ☐ Pay by Credit or Debit Card
- ☐ Pay by Personal Check
- ☐ Pay by Corporate Check

Corporate or Personal Check

Enter Payment Information

YOUR BUSINESS NAME HERE
YOUR CITY, STATE AND ZIP

DATE

AMOUNT

MICR LINE

Check Number
Routing Number
Account Number

Required fields are highlighted with an asterisk.

Payment information:

Amount: \$ 195.00

Please enter the following information about your Bank account:

Company Name:

Routing Transit Number:

Account Number:

Confirm Account Number:

Employer Identification Number (EIN): (e.g. 00-0000000)

Type of Account: ☒ Corporate Checking ☐

Address Line 1:

Address Line 2:

Country: United States

ZIP Code: 19901

City: DOVER

State: Delaware

Receipt information:

Email Address:

☐ By clicking on the provided checkbox, I authorize Division of Soil and Water Resources to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to Division of Soil and Water Resources within an appropriate time frame to allow Division of Soil and Water Resources to act on it.

Enter Payment Information

JOHN Q. PUBLIC
123 ANYWHERE DR
SOMEWHERE, ST 02130-4205

TAX TO THE TREASURY

MICR LINE

Routing Transit Number
Account Number
Check Number

Required fields are highlighted with an asterisk.

Payment information:

Amount: \$ 195.00

Please enter the following information about your Bank account:

First Name on Check: Matthew

Last Name on Check: Watkins

Routing Transit Number:

Account Number:

Confirm Account Number:

Type of Account: ☒ Checking ☐ Savings

Address Line 1:

Address Line 2:

Country: United States

ZIP Code: 19901

City: DOVER

State: Delaware

Receipt information:

Email Address:

☐ By clicking on the provided checkbox, I authorize Division of Soil and Water Resources to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to Division of Soil and Water Resources within an appropriate time frame to allow Division of Soil and Water Resources to act on it.

Debit or Credit Card




Required fields are highlighted with an asterisk.

Payment information:

Amount* \$195.00

Please enter the following information about your payment method:

Cardholder's Name* Matthew Watkins

Cards Accepted:   

Card Number*

Expiration Date* MM YY

Billing information:

Address Line 1* 89 Kings Hwy

Address Line 2:

Country* United States

ZIP Code* 19901

City: DOVER

State: Delaware

Receipt information:

Email Address:

To report environmental mishaps and complaints, call
1-800-662-8802 or 1-302-739-5072

[DNREC Online Home](#) | [Divisions](#) | [Job Postings](#) | [Disclaimer](#) | [Privacy Policy](#) | [Browser Requirement](#)
| [Publications and Reports Online](#) | [Links](#)

[Delaware's Home Page](#)

Entire site contents © 1995 - 2003 Delaware Department of
Natural Resources and Environmental Control
89 Kings Hwy
Dover, DE 19901

Comments? E-mail the [Webmaster](#)
[Information Request Form](#)

Site best viewed in Microsoft Internet Explorer 5.0+ and Netscape 7.2+ in 800x600 resolution

- ▶ Complete the payment form completely.
- ▶ You have the option to change your payment method.
- ▶ Click **Continue** when you've completed the payment form.

eNOI Payment

Please verify the following information:

Amount: \$195.00

Card information:

Cardholder's Name: Matthew Watkins

Card Type: Visa

Card Number: *****1111

Expiration Date: 12/2016

Billing information:

Address Line 1: 89 Kings Hwy

Country: United States

City: DOVER

State: Delaware

ZIP Code: 19901

Email Address: matthew.watkins@state.de.us

Is this information correct?

Confirm Payment

Modify Payment

Change Payment Method

- ▶ A confirmation page verifying your payment information will appear (the example here is for Credit Card payment).
- ▶ Click **Confirm Payment** to continue.
- ▶ You're NOI has been submitted for approval!

eNOI Confirmation

- ▶ You may receive 3 separate email confirmations for one eNOI submission.
 - ▶ “Thank You for the Payment - Notice Of Intent Application Fee”
 - ▶ “DNREC Online Reporting - Document Submission”
 - ▶ “New Submission has been filed!”

Thank you for your payment of \$195.0000 for the Main NOI Application.

Thank you.

DNREC Online Reporting System.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.

Your document, NOI-GeneralNOIPermit-32.pdf, has been submitted.

Click on the following link

<https://apps.dnrec.state.de.us/testCROMERR/frmAcceptData.aspx?CORID=561d5d2eda7036891de8a22226d239fff16fe506> to view your uploaded document.

In order to approve the document, a person with the appropriate authority will be required to log in to DNREC Online Reporting System and verify the contents of the document. Please forward this e-mail on to whomever has the appropriate authority.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response. The Online Reporting Team. DNREC.

Notice of Intent Application has been filed with a project name as Test Lot 4A- Aandy Brea Industrial Park by you or on your behalf.

Submission Number: 136

NOTE:

Users please click here https://apps.dnrec.state.de.us/eNOI_test/home.aspx to sign the submitted document. New users will need to create an account prior to signing the submitted document. You will be able to create an account by clicking the "NewUser" button.

If you have not applied the above application or have not hired anyone to apply on your behalf, please contact us at DNREC_eNOIadmin@state.de.us.

Electronically Signing the NOI

Data Entry Only

- ▶ After paying for the NOI, you will be sent back to the ORS home page.
- ▶ An email will be sent to owner instructing them to sign the NOI.

The screenshot displays the DNREC - Online Reporting System interface. At the top, it shows the State of Delaware logo and the text "The Official Website of the First State". The main heading is "DNREC - Online Reporting System" with a "Log Out" link. Below this, it identifies the "Delaware Department of Natural Resources and Environmental (DNREC) Online Reporting System -- Electronic Signature".

The user is welcomed as "jklawncarede_2017". Under "User Actions", there are links to "Click here to do data entry", "Click here to view and sign the documents", and "Click here to print the Agreement". Under "User Profile Change Actions", there are links to "Change Password", "Change Address, E-Mail Address", and "Change Security Questions/Answers".

Below the interface is an email notification from the "DNREC Sediment and Stormwater Program" with the email address "<DNREC_NOI_Notifications@DoNotReply.sta". The subject is "New Submission has been filed." The email is addressed to "Grabowski, Matthew T. (DNREC)". It includes a message icon and a PDF attachment titled "Notice of Intent Application 136.pdf (17 KB)".

The email body states: "Notice of Intent Application has been filed with a project name as Test Lot 4A- Aandy Brea Industrial Park by you or on your behalf. Submission Number: 136". It includes a "NOTE:" section with instructions: "Users please click here https://apps.dnrec.state.de.us/eNOI_test/home.aspx to sign the submitted document. New users will need to create an account prior to signing the submitted document. You will be able to create an account by clicking the "NewUser" button." It concludes with: "If you have not applied the above application or have not hired anyone to apply on your behalf, please contact us at DNREC_eNOIadmin@state.de.us."

Electronically Signing the NOI

Data Entry Only

- ▶ If a consultant completed the eNOI, the authorized signer will receive an email entitled, “New Submission has been filed!”
- ▶ Log into the ORS system to sign the NOI.

From: DNREC Sediment and Stormwater Program <DNREC_NOI_Notifications@donotreply.state.de.us>
Sent: Thursday, February 16, 2017 4:20 PM
To:
Subject: New Submission has been filed!
Attachments: Main NOI Application 57.pdf

New application for a Main NOI Application has been filed, by you or on your behalf!

Submission Reference Number: 57

NOTE:

New users please click here <https://apps.dnrec.state.de.us/testCROMERR frmNewRegistration.aspx> to create an account and sign the submitted document.

If you have not applied the above application or have not hired anyone to apply on your behalf, please contact us at DNREC_eNOIadmin@state.de.us.

State of Delaware
The Official Website of the First State

Welcome to Online Submission of Notice of Intent

This web site allows you to submit the Notice of Intent for Storm Water Discharges Associated Construction Activity under a NPDES General Permit electronically, saving you time and money.

Without ORS, we are committed to make our services fast, secure and cost effective!

Login NewUser

List of NOI's for Storm Water Discharges Associated CONSTRUCTION ACTIVITY Under a NPDES General Permit

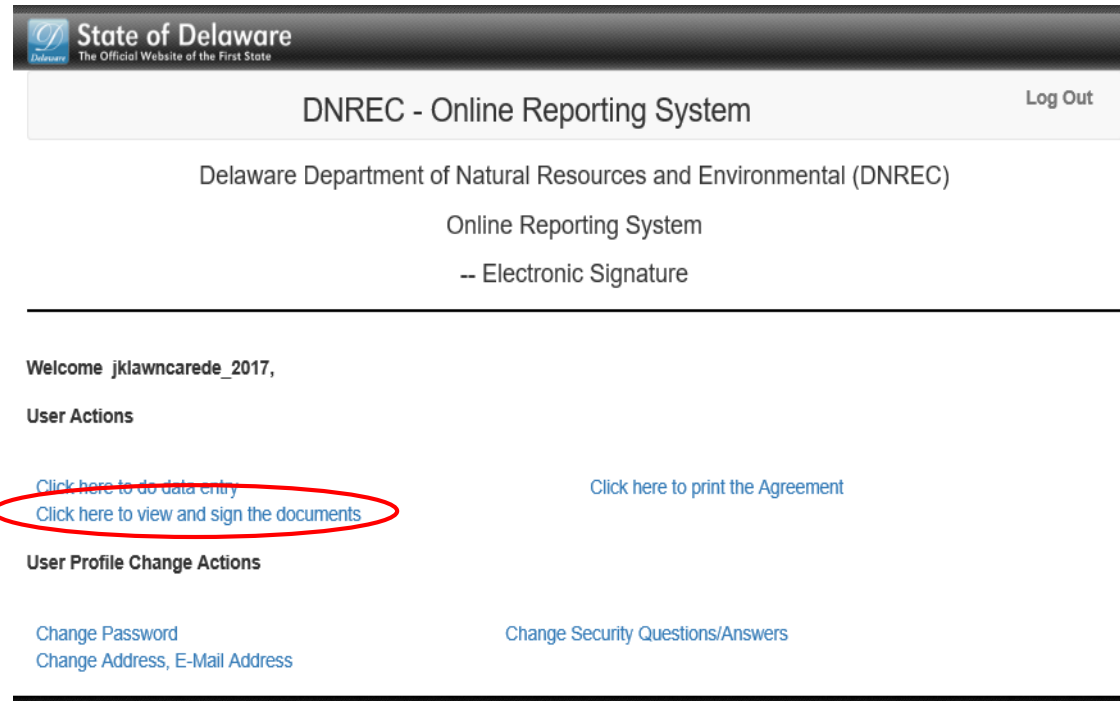
Delegated Agency	Received Date From	Received Date To	Permit Number	Project Name Begins With
--Select--	mm-dd-yyyy	mm-dd-yyyy		

Search

Electronically Signing the NOI

Authorized Signature

- ▶ From the ORS home page, **Click here to view and sign documents** to find the document you need to sign.



Electronically Signing the NOI

Authorized Signature

- ▶ Find the appropriate document using the project name & Project Description.
- ▶ Click on the **Sign** button.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Search Criteria

Projects

<input checked="" type="checkbox"/>	Project Name	Project Desc
<input checked="" type="checkbox"/>	NOI4	WOODSIDE FARMS

Documents For Selected Projects

	File Name	Comments	Project Name	Submitted Date	Submitted By	Status
<input type="button" value="Sign"/>	NOI-GeneralNOIPermit-5 .pdf	GeneralNOIPermit	NOI4	02/23/2016 12:15 PM	wetlanduser	Submitted

Electronically Signing the NOI

The screenshot displays the DNREC - Online Reporting System interface. At the top, the State of Delaware logo and name are visible, along with a 'Log Out' button. The main heading is 'DNREC - Online Reporting System'. On the left, a 'Submission Details' panel lists information for 'NOI-GeneralNOIPermit-44', including file type (.pdf), submission date (11/21/2016), and status (Submitted). A red bracket labeled 'Review' points to this panel. The main area shows the 'Notice of Intent (NOI) for Storm Water Discharges Associated With CONSTRUCTION ACTIVITY Under a NPDES General Permit' form. The form includes sections for 'I. Applicant Information' and 'II. Contact Information', both with fields for Owner/Operator, Owner Name, Mailing Address, City, State, Zip, Telephone, Mobile, and Email Address. A 'Sign Document' button is circled in red at the bottom left of the form area.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System Log Out

Submission Details

FileName: NOI-GeneralNOIPermit-44
Desc: GeneralNOIPermit
FileType: .pdf
Submitted By: m wat
Data Entry Completed On: 11/21/2016
Submitted From: 172.18.114.204(IP Address)
ConfirmationID:
Signed By:
Signed Date:
Signed From: (IP Address)
Status: Submitted
Number Of Signatures Required: 1
Number Of Signatures Received:

Review

FORM 1
DATE RECEIVED: 11/21/2016
ID #: _____

Notice of Intent (NOI) for Storm Water Discharges Associated With CONSTRUCTION ACTIVITY Under a NPDES General Permit

I. Applicant Information

Owner/Operator: Commercial Builder
Owner Last Name: Guy
Owner First Name: Jack MI: Prefix: Suffix:
Mailing Address 1: 151 Kings Hwy SW
Mailing Address 2:
City: Dover State: DE Zip: 19901
Telephone: 3027399921 Mobile:
Email Address:

II. Contact Information

Owner/Operator: Commercial Builder
Owner Last Name: Guy
Owner First Name: Jack MI: Prefix: Suffix:
Mailing Address 1: 151 Kings Hwy SW
Mailing Address 2:
City: Dover State: DE Zip: 19901
Telephone: 3027399921 Mobile:
Email Address:

Sign Document < Back Home

- ▶ Review the copy of the NOI by scrolling through the document, checking for accuracy.
- ▶ If accurate, click **Sign Document**.
- ▶ If inaccurate contact DNREC_eNOIadmin@state.de.us

Electronically Signing the NOI

- ▶ To confirm your Electronic Signature, input your password and click **Submit**.

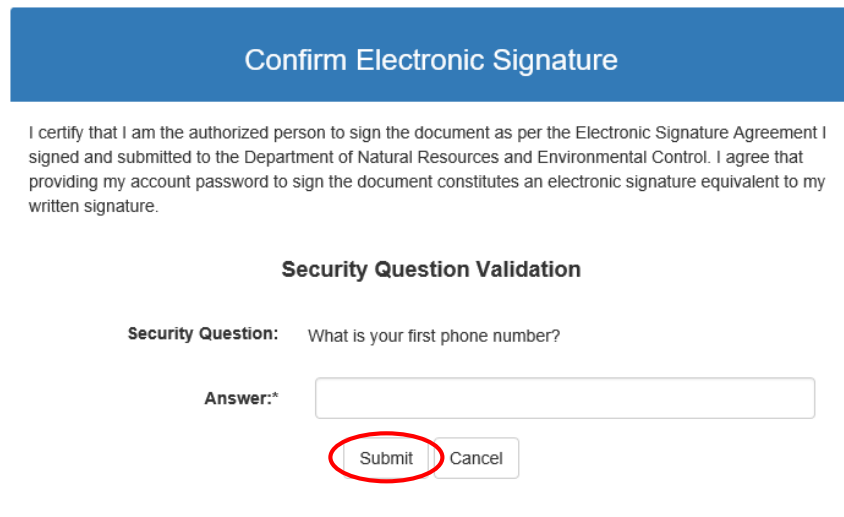
Confirm Electronic Signature

I certify that I am the authorized person to sign the document as per the Electronic Signature Agreement I signed and submitted to the Department of Natural Resources and Environmental Control. I agree that providing my account password to sign the document constitutes an electronic signature equivalent to my written signature.

Password Validation

Enter the Password:

Electronically Signing the NOI



The screenshot shows a web form titled "Confirm Electronic Signature" in a blue header. Below the header, there is a paragraph of text certifying the user's authorization to sign. Underneath this is a section titled "Security Question Validation". It contains a "Security Question:" label followed by the text "What is your first phone number?". Below the question is an "Answer:*" label and a text input field. At the bottom of the form are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red.

Confirm Electronic Signature

I certify that I am the authorized person to sign the document as per the Electronic Signature Agreement I signed and submitted to the Department of Natural Resources and Environmental Control. I agree that providing my account password to sign the document constitutes an electronic signature equivalent to my written signature.

Security Question Validation

Security Question: What is your first phone number?

Answer:*

- ▶ The Electronic Signature confirmation requires a second authentication.
- ▶ Input the answer to the security question, and click **Submit**.
- ▶ The NOI has now been signed electronically

Electronically Signing the NOI

- ▶ After providing your password and answer to your security question, the ORS returns to the list of projects.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Search Criteria

Projects

<input checked="" type="checkbox"/>	Project Name	Project Desc
<input checked="" type="checkbox"/>	NOI4	WOODSIDE FARMS

Search

Documents For Selected Projects

	File Name	Comments	Project Name	Submitted Date	Submitted By	Status
Sign	NOI-GeneralNOIPermit-5 .pdf	GeneralNOIPermit	NOI4	02/23/2016 12:15 PM	wetlanduser	Submitted

[Home](#)

- ▶ Note that after signing the NOI the status of the project changed from “Submitted” to “Signed.”

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Search Criteria

Projects

<input checked="" type="checkbox"/>	Project Name	Project Desc
<input checked="" type="checkbox"/>	NOI4	WOODSIDE FARMS
<input checked="" type="checkbox"/>	NOI8	TWIN PONDS RESERVE

Search

Documents For Selected Projects

	File Name	Comments	Project Name	Submitted Date	Submitted By	Status
Sign	NOI-GeneralNOIPermit-9 .pdf	GeneralNOIPermit	NOI8	05/13/2016 12:15 PM	wetlanduser	Signed
Sign	NOI-GeneralNOIPermit-5 .pdf	GeneralNOIPermit	NOI4	02/23/2016 12:15 PM	wetlanduser	Signed

[Home](#)

Electronically Signing the NOI

- ▶ You also receive an email providing a link to the electronically signed NOI.

From: DNREC Online Reporting System <dnrec_en@state.de.us>
Sent: Tuesday, January 10, 2017 10:54 AM
To:
Subject: DNREC Online Reporting - Document Has Been Electronically Signed

Your document has been electronically signed.
You can view your Submission Receipt by using the following link:
<https://apps.dnrec.state.de.us/testCROMERR/frnOpenReceipt.aspx?CORID=01fbc991438040b0e20ed7d81dd3014ff9431a3>.
Or, you can download your Copy of Record, consisting of the submitted document and the submission report, using the following link:
<https://apps.dnrec.state.de.us/testCROMERR/GetCOR.aspx?CORID=01fbc991438040b0e20ed7d81dd3014ff9431a3>.
It is recommended that you retain the following reference:
yuzlRnpl6gBAjDrumWG68hGiw849Th6cD8U6fsfm18= , and the attached key file (*.cor). These can be used to verify the authenticity of your signed submission. Both the reference and the key file uniquely identify with your signed Copy of Record.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.
The Online Reporting Team. DNREC.



Co-Permittee

Filing for Co-Permittee

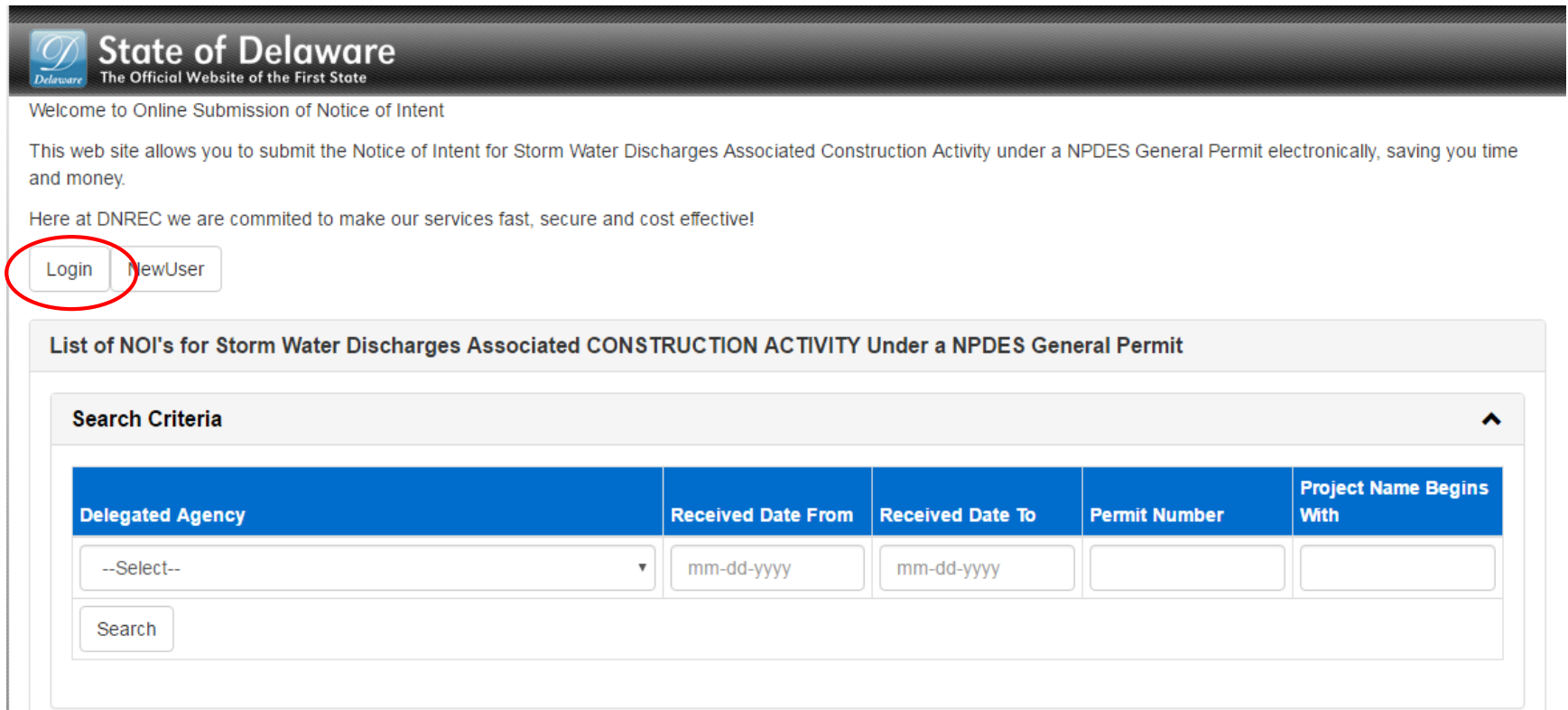
- ▶ The Special Conditions for Stormwater Discharges Associated with Construction Activity requires any person engaged in land disturbing activity **over one acre** submit a Notice of Intent.
- ▶ In certain cases, more than one entity may be engaged in land disturbing activity at a particular site. For example, a land developer may be installing infrastructure in a subdivision while a homebuilder or homebuilders may be building homes at the same project.
- ▶ In a case where more than one entity is engaged in land disturbing activity, each entity must either obtain an NOI or file as a Co-Permittee on the original NOI for the project.


Filing for Co-Permittee

- ▶ When Filing for a Co-Permittee, the initial NOI signer must begin the process.
- ▶ The Co-Permittee must electronically sign the NOI.
- ▶ The Co-Permittee must create an account in DNREC's ORS in order to electronically sign the NOI.

Filing for Co-Permittee

- ▶ The initial NOI signer (owner, developer or person with operational control of the project) must **Login** into the eNOI Online Reporting System webpage.



 **State of Delaware**
The Official Website of the First State


Welcome to Online Submission of Notice of Intent


This web site allows you to submit the Notice of Intent for Storm Water Discharges Associated Construction Activity under a NPDES General Permit electronically, saving you time and money.

Here at DNREC we are committed to make our services fast, secure and cost effective!

[Login](#) [NewUser](#)

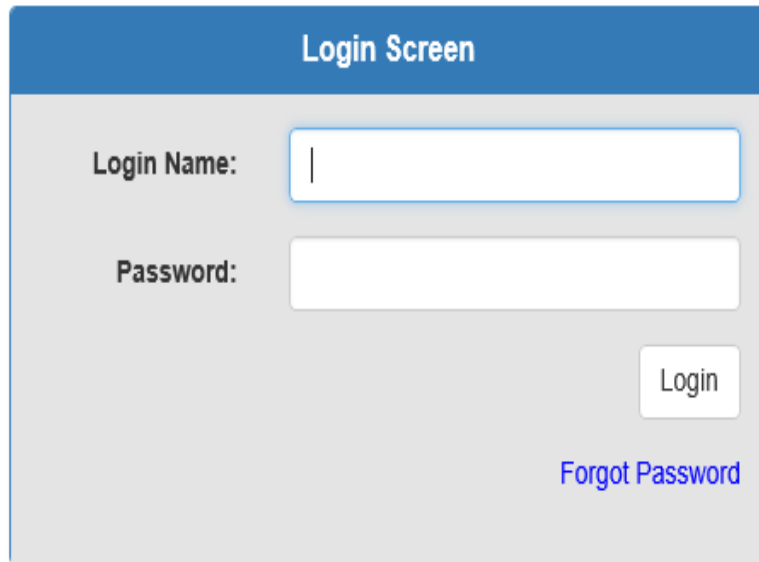
List of NOI's for Storm Water Discharges Associated CONSTRUCTION ACTIVITY Under a NPDES General Permit

Search Criteria 

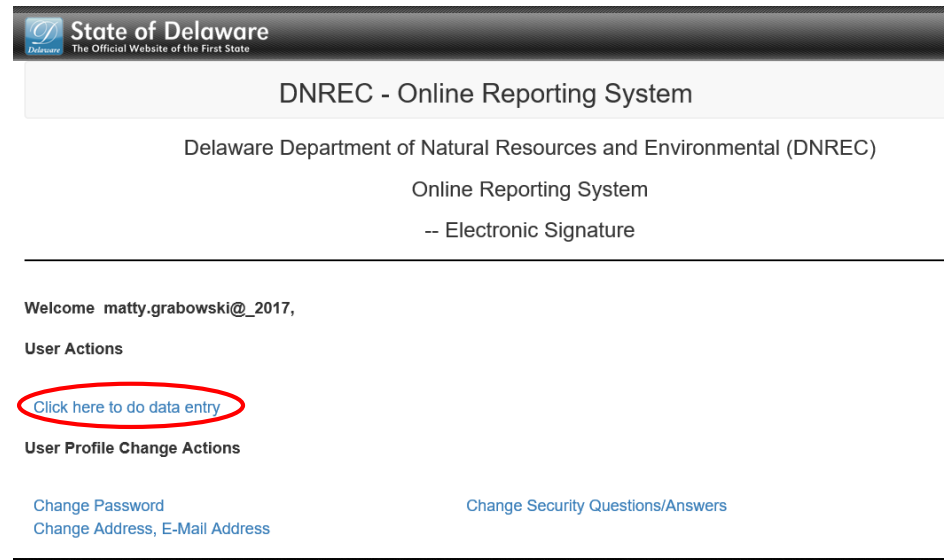
Delegated Agency	Received Date From	Received Date To	Permit Number	Project Name Begins With
--Select-- 	mm-dd-yyyy	mm-dd-yyyy		
<input type="button" value="Search"/>				

Filing for Co-Permittee

- ▶ Enter your User Name (Login Name) and Password
- ▶ Under “User Actions” click the hyperlink “Click here to do data entry”



The image shows a login screen with a blue header bar containing the text "Login Screen". Below the header, there are two input fields: "Login Name:" followed by a text box with a cursor, and "Password:" followed by a password box. To the right of the password box is a "Login" button. At the bottom right, there is a blue link that says "Forgot Password".



The image shows the DNREC - Online Reporting System interface. At the top, there is a header bar with the State of Delaware logo and the text "State of Delaware The Official Website of the First State". Below this, the text "DNREC - Online Reporting System" is displayed. Underneath, it says "Delaware Department of Natural Resources and Environmental (DNREC)" and "Online Reporting System -- Electronic Signature". A horizontal line separates this from the user's welcome message: "Welcome matty.grabowski@_2017,". Below the welcome message, there is a section titled "User Actions" which contains a blue link "Click here to do data entry" circled in red. Below this is a section titled "User Profile Change Actions" which contains two links: "Change Password" and "Change Address, E-Mail Address". At the bottom right, there is a link "Change Security Questions/Answers".

Filing for Co-Permittee

- ▶ Use the Select the Submission Type drop down menu and choose **CoPermittee** and click **Add New Submission**.

The screenshot displays the State of Delaware's official website for the Notice of Intent (NOI) application. The header includes the state logo and navigation links like 'Home', 'Document Management', and 'Logout'. Below the header, a 'User Name:' section provides a welcome message and instructions. A table titled 'NOI Submissions for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under a NPDES General Permit' is shown, with columns for Reference No, Project Name, Received Date, Permit Number, Owner, Submission Status, Submission Type, and Action. The 'Submission Type' column shows 'GeneralNOIPermit' and buttons for 'V', 'D', and 'X'. Below the table, there is a section for 'Add a new submission'. In this section, a red arrow points to the 'Select the Submission Type:' dropdown menu, which is open and shows options: 'CoPermittee', 'GeneralNOIPermit', 'CoPermittee' (highlighted), 'TerminateCoPermittee', and 'TerminateNOI'. To the right of the dropdown, the 'Add New Submission' button is circled in red. The footer contains links for 'Privacy', 'Contact', and 'Phone Directory'.

State of Delaware
The Official Website of the First State

Home Document Management Logout

User Name:
Welcome to the main page of Notice Of Intent application. Here you could fill out application for new NOI, CoPermittee and Termination, view previous submitted NOIs and even delete incomplete submission.

NOI Submissions for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under a NPDES General Permit

Reference No	Project Name	Received Date	Permit Number	Owner	Submission Status	Submission Type	Action
						GeneralNOIPermit	V D X

1 2

Add a new submission

Select the Submission Type:

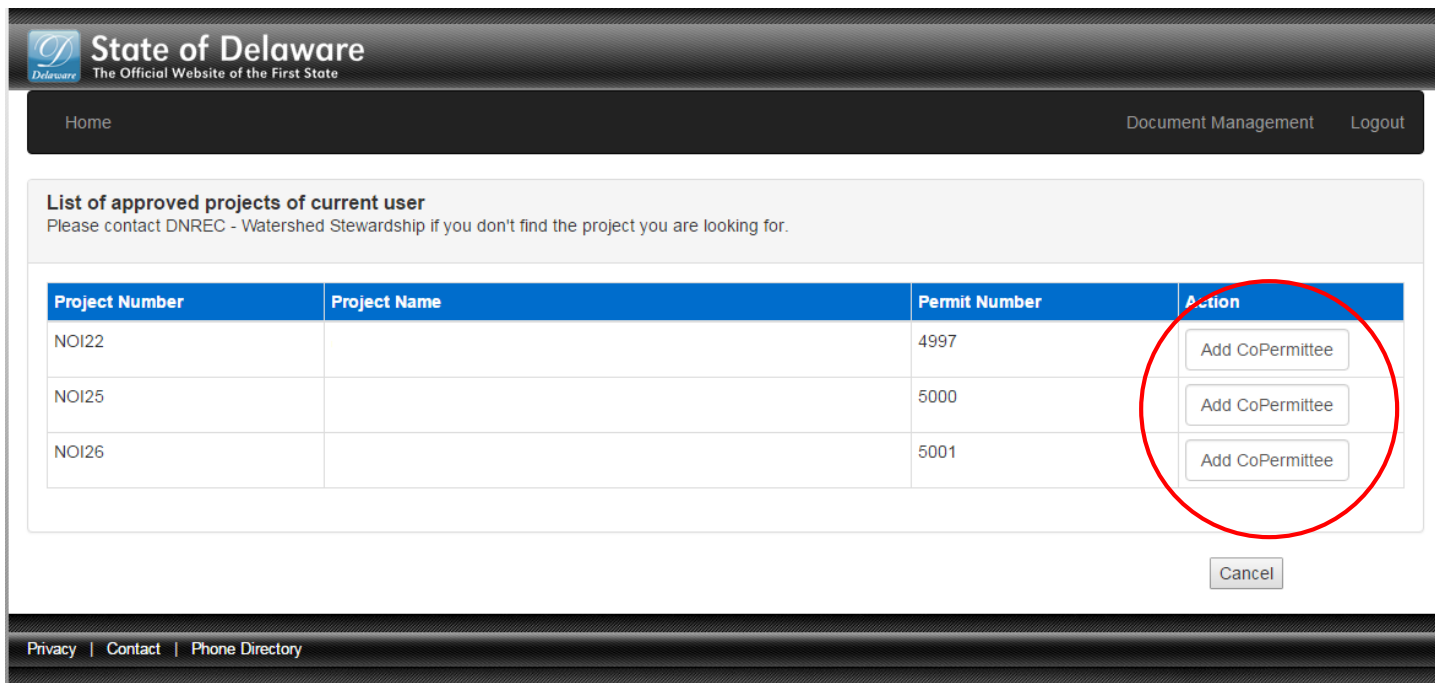
- CoPermittee
- GeneralNOIPermit
- CoPermittee**
- TerminateCoPermittee
- TerminateNOI

Add New Submission

Privacy | Contact | Phone Directory

Filing for Co-Permittee

- ▶ The Online Reporting System will display your List of approved projects.
- ▶ Choose the project that you want to add Co-Permittee by clicking **Add CoPermittee** attached to the appropriate project.



The screenshot displays the State of Delaware's Online Reporting System interface. At the top, the header includes the State of Delaware logo and the text 'The Official Website of the First State'. Below the header, there is a navigation bar with links for 'Home', 'Document Management', and 'Logout'. The main content area is titled 'List of approved projects of current user' and includes a note: 'Please contact DNREC - Watershed Stewardship if you don't find the project you are looking for.' Below this, there is a table with four columns: 'Project Number', 'Project Name', 'Permit Number', and 'Action'. The table lists three projects: NOI22, NOI25, and NOI26. Each project row has an 'Add CoPermittee' button in the 'Action' column, which are circled in red. A 'Cancel' button is located below the table. At the bottom of the page, there is a footer with links for 'Privacy', 'Contact', and 'Phone Directory'.

Project Number	Project Name	Permit Number	Action
NOI22		4997	Add CoPermittee
NOI25		5000	Add CoPermittee
NOI26		5001	Add CoPermittee

Cancel

Filing for Co-Permittee

The screenshot shows the 'Co-Permittee Application' form on the State of Delaware's official website. The header includes the state logo and navigation links like 'Home', 'Document Management', and 'Logout'. The main title is 'Co-Permittee Application for Shared Operational Control of Storm Water Discharges Associated With CONSTRUCTION ACTIVITY Under a NPDES General Permit'. The form is divided into three main sections: 'Permit Information', 'Original Permittee Information', and 'Co-Permittee Information'. The 'Permit Information' section displays 'NOI ID#: 4997', 'Project Name:', 'County: New Castle', and 'Date Received: 7/27/2016'. The 'Original Permittee Information' section includes fields for 'Company Name', 'Last Name', 'First Name', 'Address1', 'City', 'State', 'Zip', 'Phone', 'Ext', and 'Mobile'. The 'Co-Permittee Information' section contains a 'Company Type' dropdown, 'Company Name', 'Last Name', 'First Name', 'Address1', 'Address2', 'Zip', 'City', 'State', 'Phone', 'Ext', 'Mobile', and 'Email' fields. A 'Comments' section is at the bottom.

State of Delaware
The Official Website of the First State

Home Document Management Logout

Co-Permittee Application

for Shared Operational Control of
Storm Water Discharges Associated With
CONSTRUCTION ACTIVITY Under a NPDES General Permit

Permit Information

NOI ID#: 4997 Date Received: 7/27/2016
Project Name:
County: New Castle Municipality: Middletown

Original Permittee Information

Company Name: your company's name
Last Name: First Name:
Address1:
Zip: City: State:
Phone: Ext: Mobile:
Email:

Co-Permittee Information

Company Type
Unknown/Other
Company Name *
Company Name
Last Name * First Name *
Last Name First Name
Address1 *
Address1
Address2
Address2
Zip * City * State *
Zip City Delaware
Phone * Ext Mobile
Phone Ext Mobile
Email *
Email

Comments:

- ▶ The Co-Permittee Application.
- ▶ Confirm the permit information and original permittee information
- ▶ Input the co-permittee's information.
- ▶ Be sure to include the co-permittee's email address.

Filing for Co-Permittee

- ▶ At the bottom of the Co-Permittee Application input the date when the you and the co-permittee began to share operational control of the project.
- ▶ Click **Save**.

State of Delaware
The Official Website of the First State

Home Document Management Logout

Co-Permittee Application for Shared Operational Control of Storm Water Discharges Associated With CONSTRUCTION ACTIVITY Under a NPDES General Permit

Permit Information

NOI ID#: 4997	Date Received: 7/27/2016
Project Name:	
County: New Castle	Municipality: Middletown

Shared Operational Control Agreement

1. The above parties agree to share operational control under the above referenced permit effective mm-dd-yyyy

Co-Permittee hereby assumes joint and severable responsibility, coverage, and liability under the permit for any obligations, fines, responsibilities and violations under said permit. Original Permittee shall remain liable under the permit for violations of the permit conditions up to and including the above referenced date and until a Notice of Termination is filed and acknowledged by the DNREC, Division of Soil and Water Conservation. Co-permittee shall remain liable under the permit for violations of the permit conditions up to and including the above referenced date and until a Notice of Termination is filed and acknowledged by the DNREC, Division of Soil and Water Conservation or until co-permittee no longer maintains operational control.

2. Save Cancel

Privacy | Contact | Phone Directory

Filing for Co-Permittee

Data Entry Only

- ▶ Add the emails of the two Co-Permittees in the appropriate boxes.

Data Entry & Signing Rights

- ▶ Add the email of the Co-Permittee in the **Permittee 2 Email address box**.

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address:

☐ Check this box if you are signing this application.

Permittee 2 Email address:

☐ Check this box if you are signing this application.



Filing for Co-Permittee

- ▶ After inputting the co-permittee emails check the **I Agree** box and click **Next**.

The screenshot shows the 'State of Delaware' website header with 'Home', 'Document Management', and 'Logout' links. A message states 'The Submission is successfully saved.' Below this, there are two email address input fields for 'Permittee 1' and 'Permittee 2', each with a checkbox for 'Check this box if you are signing this application.' The main section is titled 'Certification of Co-Permittee' and contains two paragraphs of legal text. At the bottom, there is a checkbox labeled 'I Agree' which is checked, and two buttons: 'Next' (circled in red) and 'Cancel'. The footer includes links for 'Privacy', 'Contact', and 'Phone Directory'.

Filing for Co-Permittee

- ▶ From the summary page, follow the instructions on pages 46 – 54.
 - ▶ Review the NOI
 - ▶ Email confirmation
- ▶ Electronically sign the NOI (pp. 57 – 64).

Submission Summary

Submission Information

Owner Name	Commercial Builder
Owner Address	151 Kings Hwy Southwest, DE, 19901
Permit Number	4997
Project Name	
Project Address	
Submission Type	CoPermittee Application
Prepared By	
Prepared Company	Commercial Builder

Submission Status

Status Date	Status	Comment
01/12/2017	Open	

Payment Information

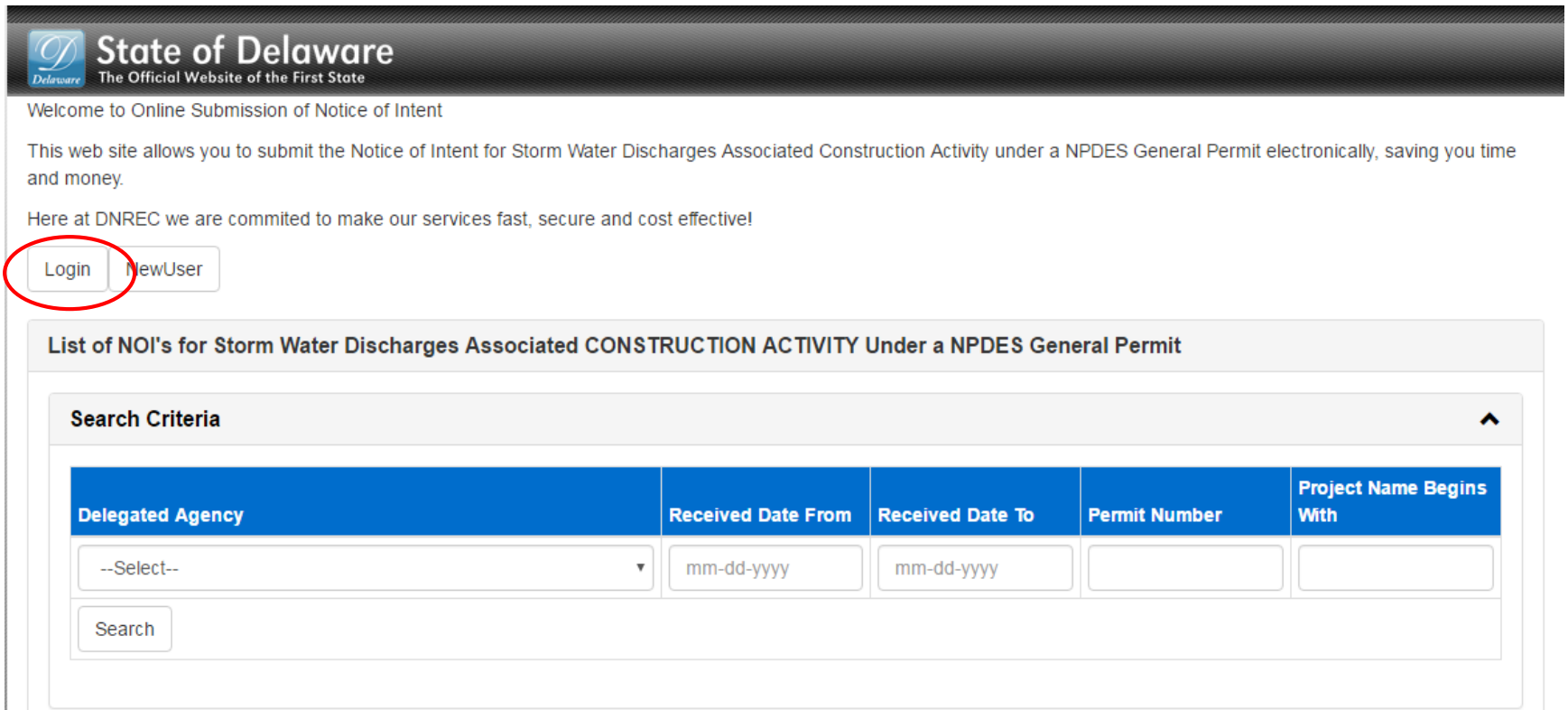
Application Fee	0.00
Discount Code	
Amount Paid	0.00

Delete View Preview File Cancel

Notice of Termination (NOT)

Entering eNOT data

- ▶ Open the eNOI webpage and click **Login**.
- ▶ eNOT data will be entered in the same system as the eNOI



The screenshot shows the State of Delaware's official website for the Online Submission of Notice of Intent (eNOI). The header includes the State of Delaware logo and the text "The Official Website of the First State". Below the header, a welcome message states: "Welcome to Online Submission of Notice of Intent. This web site allows you to submit the Notice of Intent for Storm Water Discharges Associated Construction Activity under a NPDES General Permit electronically, saving you time and money. Here at DNREC we are committed to make our services fast, secure and cost effective!". The "Login" button is circled in red. Below the login buttons is a section titled "List of NOI's for Storm Water Discharges Associated CONSTRUCTION ACTIVITY Under a NPDES General Permit". This section contains a "Search Criteria" form with a table of search filters.

Delegated Agency	Received Date From	Received Date To	Permit Number	Project Name Begins With
--Select--	mm-dd-yyyy	mm-dd-yyyy		

Search

eNOI login screen

- ▶ Enter your User Name (Login Name) and Password.
- ▶ If you have forgotten your password click [Forgot Password](#) and follow the prompts to reset password

The screenshot shows the login interface for the DNREC - Online Reporting System. At the top, there is a header for the State of Delaware with the text 'The Official Website of the First State'. Below this, the title 'DNREC - Online Reporting System' is displayed. The main login area is titled 'Login Screen' and contains two input fields: 'Login Name:' and 'Password:'. A 'Login' button is positioned to the right of the password field, and a blue link labeled 'Forgot Password' is located below the 'Login' button.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System

Login Screen

Login Name:

Password:

Login

[Forgot Password](#)

DNREC Online Reporting System

Data Entry Only

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Delaware Department of Natural Resources and Environmental (DNREC)
Online Reporting System
-- Electronic Signature

Welcome redwallabbey,

User Actions

[Click here to do data entry](#)

User Profile Change Actions

[Change Password](#) [Change Security Questions/Answers](#)
[Change Address, E-Mail Address](#)

Data Entry & Signing Rights

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Delaware Department of Natural Resources and Environmental (DNREC)
Online Reporting System
-- Electronic Signature

Welcome Matthew.Grabowski@_2017,

User Actions

[Click here to do data entry](#) [Click here to print the Agreement](#)
[Click here to view and sign the documents](#)


User Profile Change Actions

[Change Password](#) [Change Security Questions/Answers](#)
[Change Address, E-Mail Address](#)

Both types of accounts can input data to the system but only the accounts with signing rights can view and sign the NOT. To enter data **Click here to do data entry.**

DNREC Online Reporting System

- ▶ From drop down menu “Select the Submission Type” Click Terminate NOI
- ▶ Click **Add New Submission** to start the data entry of NOT.

 **State of Delaware**
The Official Website of the First State

Home Document Management Logout

User Name: Matthew T. Grabowski

Welcome to the main page of Notice Of Intent application. Here you could fill out application for new NOI, CoPermittee and Termination, view previous submitted NOIs and even delete incomplete submission.

NOI Submissions for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under a NPDES General Permit

Reference No	Project Name	Received Date	Permit Number	Owner	Submission Status	IsSigned	Submission Type	Action
126	Test Subdivision	11/15/2017		Test Company	Open	<input type="checkbox"/>	GeneralNOIPermit	<input type="button" value="V"/> <input type="button" value="D"/> <input type="button" value="X"/>
124	Cold Storage Addition	11/9/2017	5022	Test Ice Cold LLC	Open	<input type="checkbox"/>	CoPermittee	<input type="button" value="V"/> <input type="button" value="D"/> <input type="button" value="X"/>
131	CHERRINGTON	11/17/2017	4792	Test Add Co-Permittee	Open	<input type="checkbox"/>	CoPermittee	<input type="button" value="V"/> <input type="button" value="D"/> <input type="button" value="X"/>
130	Test Little Creek Boat Ramp	11/17/2017	5031	Test DNREC Div of Parks and Rec.	Filed	<input checked="" type="checkbox"/>	TerminateCoPermittee	<input type="button" value="V"/> <input type="button" value="D"/> <input type="button" value="X"/>
105	Rehoboth Elementary School Project A	10/16/2017		Matthew Builders DE	Filed	<input checked="" type="checkbox"/>	GeneralNOIPermit	<input type="button" value="V"/> <input type="button" value="D"/> <input type="button" value="X"/>

1 2 3 4 5 ...

Add a new submission

Select the Submission Type:

GeneralNOIPermit

CoPermittee


TerminateCoPermittee

TerminateNOI

Add New Submission

DNREC Online Reporting System

- ▶ From the List of Approved General Permit Submissions **Click** “Add Termination” for the project you wish to submit an NOT

 **State of Delaware**
The Official Website of the First State

Home Document Management Logout

List of approved General Permit Submission of current user

Project Number	Project Name	Permit Number	Action
NOI76	Cold Storage Addition	5022	Add Termination
NOI77	Test Rehoboth Elementary School	5024	Add Termination
NOI78	Test Alam Farm, LLC	5025	Add Termination
NOI79	Test2 Rehoboth Elementary School	5026	Add Termination
NOI80	Test Burger King Smyrna	5027	Add Termination
NOI81	Test Page A Gills Neck RD	5028	Add Termination
NOI82	Test A Louth Subdivison	5029	Add Termination
NOI83	Test Selbyville 54 Storage LLC	5030	Add Termination
NOI85	Test Little Creek Boat Ramp	5031	Add Termination
NOI86	CHERRINGTON	4792	Add Termination

eNOT Data Entry and Review

- ▶ Notice of Termination Form will open. Review both “Permit Information” and “Permittee Information” for accuracy.

Permit Information	
NOI ID# 4792	Date Received 2/5/2015
Project Name: CHERRINGTON	
Project Location/Address: CENTRAL CHURCH ROAD	
Zip: 19903	City: Dover
County: Kent	Municipality:
State: Delaware	
Tax Parcel Number	County
ED-00-056.00-01-06.00.000	K
Latitude: 39.675833	Longitude: -75.600278

Permittee Information	
Company Name: CHESWOLDFARMS LLC	
Address1: 903 NORTH FRENCH STREET	
Zip: 19801	City: Wilmington
Phone: (302) 4260200	State: Delaware
Email:	Ext:
	Mobile:

eNOT Data Entry and Review

- ▶ **Complete** “Termination of Coverage Information” section and add comments as appropriate. **Click Save**

Termination of Coverage Information

Construction Completion Date:

Have all items and conditions of the Plan been satisfied in accordance with the Delaware Sediment and Stormwater Regulations?
☐ Yes ☐ No

Has as-built documentation verified that the permanent stormwater management measures have been constructed in accordance with the approved Plan and the Delaware Sediment and Stormwater?
☐ Yes ☐ No

Has final stabilization of the site been achieved?
☐ Yes ☐ No

Comments:

Save

Cancel

eNOT Certification

IMPORTANT

- ▶ If you are a Data Entry Only user, you must include the email of the owner in cell titled **Permittee 1 Email address**.
- ▶ If you are a Data Entry & Signing Rights user and signing this NOT, check the **Check this Box if you are signing this application**.

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address:

☒ Check this box if you are signing this application.



eNOT Certification

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address:

☐ Check this box if you are signing this application.

Permittee Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I certify under penalty of law that I understand the terms of and conditions of the Delaware National Pollutant Discharge Elimination System (NPDES) Special Conditions for Storm Water Discharges Associated with Construction Activities.

☒ I Agree

Next

Cancel

- ▶ You must check the **I Agree** box.
- ▶ Then click **Next**.



Summary & Filing the eNOT

Submission Summary

Submission Information

Owner Name	Test Builders DE 2018
Owner Address	89 Kings Highways, DE, 19901
Permit Number	
Project Name	Test School Kent County
Project Address	Duck Creek Parkway, Smyrna, DE, 19977
Submission Type	Notice of Intent Application
Prepared By	Matthew T. Grabowski
Prepared Company	Matthew Builders DE
Ref. No.	135

Submission Status

Status Date	Status	Comment
11/27/2017	Open	

Payment Information

Application Fee	195.00
Discount Code	
Amount Paid	0.00

Delete View Preview Submit Cancel

- ▶ Review the basic information on the summary to make sure it is correct.
- ▶ Click **Submit** to continue.



Review Submission

State of Delaware
The Official Website of the First State

Home Document Management Logout

Review Submission

DELAWARE
SEDIMENT & STORMWATER PROGRAM

FORM 2
DATE RECEIVED: 11/27/2017
ID #: 4792

Notice of Termination (NOT)
for Storm Water Discharges Associated With
CONSTRUCTION ACTIVITY Under a NPDES General Permit

I. Permit Information

NOI ID#: 4792 NOI Date Received: 2/5/2015

Project Name: CHERRINGTON

Project Location/Address: CENTRAL CHURCH ROAD

City: Dover State: DE Zip: 19903

County: Kent Municipality:

Tax Parcel ID Number: ED-00-056.00-01-06.00.000

Center of Site

Latitude: 39.675833 Longitude: -75.600278

Name of Receiving Waters/Watershed: St. Jones River

Back Continue

- ▶ Review the .pdf copy of the NOT for accuracy.
- ▶ If you find a mistake, scroll down and click **Back**, and go back to the previous page.
- ▶ If the document is accurate, click **Continue**.



Electronic Signature Notice of Termination (NOT)

Electronically Signing the NOT

Data Entry Only

▶ After submitting the NOT, you will be sent back to the ORS home page.

▶ An email will be sent to owner instructing them to sign the NOT.

The screenshot displays the DNREC - Online Reporting System interface. At the top, it shows the State of Delaware logo and the text "The Official Website of the First State". Below this, the title "DNREC - Online Reporting System" is centered, with a "Log Out" link on the right. The subtitle "Delaware Department of Natural Resources and Environmental (DNREC) Online Reporting System -- Electronic Signature" is also centered. The main content area includes a welcome message for "Matthew.Grabowski@_2017," and two sections of links: "User Actions" with links to "Click here to do data entry" and "Click here to view and sign the documents", and "User Profile Change Actions" with links to "Change Password", "Change Address, E-Mail Address", and "Change Security Questions/Answers".

Below the interface screenshot is an email notification from "DNREC Sediment and Stormwater Program <DNREC_NOI_Notifications@DoNotReply.state.de.us>". The subject is "New Submission has been filed." and it is addressed to "Grabowski, Matthew T. (DNREC)". The email body contains the following text:

Notice of Termination has been filed with a project name as CHERRINGTON by you or on your behalf.

Submission Number: 134

NOTE:

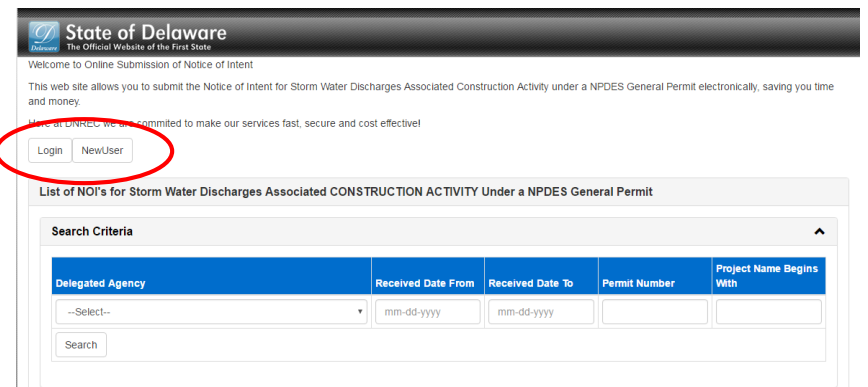
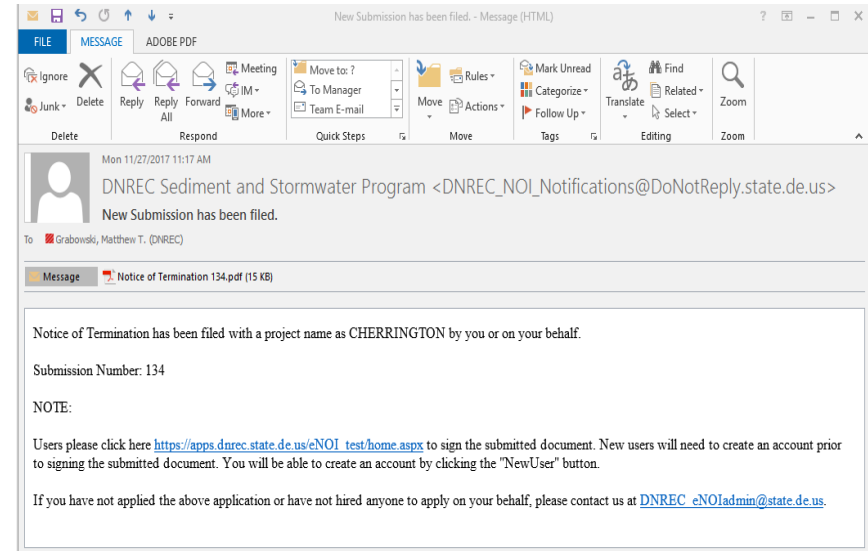
Users please click here https://apps.dnrec.state.de.us/eNOI_test/home.aspx to sign the submitted document. New users will need to create an account prior to signing the submitted document. You will be able to create an account by clicking the "NewUser" button.

If you have not applied the above application or have not hired anyone to apply on your behalf, please contact us at DNREC_eNOIadmin@state.de.us.

Electronically Signing the NOT

Data Entry Only

- ▶ If a consultant completed the eNOT, the authorized signer will receive an email entitled, “New Submission has been filed!”
- ▶ Log into the ORS system to sign the NOT.



Electronically Signing the NOT

Authorized Signature

- ▶ From the ORS home page, **Click here to view and sign documents** to find the document you need to sign.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Delaware Department of Natural Resources and Environmental (DNREC)
Online Reporting System
-- Electronic Signature

Welcome Matthew.Grabowski@_2017,

User Actions

[Click here to do data entry](#) [Click here to print the Agreement](#)
[Click here to view and sign the documents](#)

User Profile Change Actions

[Change Password](#) [Change Security Questions/Answers](#)
[Change Address, E-Mail Address](#)

Electronically Signing the NOT

Authorized Signature

- ▶ Find the appropriate document using the project name & Project Description.
- ▶ Click on the **Sign** button.

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DNREC - Online Reporting System [Log Out](#)

Search Criteria

Projects

<input checked="" type="checkbox"/>	Project Name	Project Desc
<input checked="" type="checkbox"/>	NOI4	WOODSIDE FARMS


Search

Documents For Selected Projects

	File Name	Comments	Project Name	Submitted Date	Submitted By	Status
Sign	NOI-GeneralNOIPermit-5_.pdf	GeneralNOIPermit	NOI4	02/23/2016 12:15 PM	wetlanduser	Submitted

[Home](#)

Electronically Signing the NOT

 **State of Delaware**
The Official Website of the First State

DNREC - Online Reporting System Log Out

Submission Details

File Name: NOI-TerminateNOI-134

Desc: TerminateNOI

File Type: .pdf

Submitted By: Matthew Grabowski

Data Entry Completed On: 11/27/2017

Submitted From: 172.18.114.186(IP Address)

Confirmation ID:

Signed By:

Signed Date:

Signed From: (IP Address)


Status: Submitted

Number Of Signatures Required: 1

Number of Signatures Received:

Sign Document

< Back Home



FORM 2
DATE RECEIVED: 11/27/2017
ID #: 4792

Notice of Termination (NOT)
for Storm Water Discharges Associated With
CONSTRUCTION ACTIVITY Under a NPDES General Permit

I. Permit Information

NOI ID#: 4792 NOI Date Received: 2/5/2015

Project Name: CHERRINGTON

Project Location/Address: CENTRAL CHURCH ROAD

City: Dover State: DE Zip: 19903

County: Kent Municipality:

Tax Parcel ID Number: ED-00-056.00-01-06.00.000

Center of Site

Latitude: 39.675833 Longitude: -75.600278

Name of Receiving Waters/Watershed: St. Jones River

II. Permittee Information

Owner/Operator: CHESWOLF FARMS LLC

Owner Last Name: RAMUNINO

Owner First Name: LOU MI: Prefix: Suffix:

Mailing Address 1: 903 NORTH FRENCH STREET

Mailing Address 2:

City: Wilmington State: DE Zip: 19801

Telephone: (302) 4260200 Mobile:

Email Address:

Ref: 134

- ▶ Review the copy of the NOT by scrolling through the document, checking for accuracy.
- ▶ If accurate, click **Sign Document**.
- ▶ If inaccurate contact DNREC_eNOIadmin@state.de.us

Electronically Signing the NOT

- ▶ To confirm your Electronic Signature, input your password and click **Submit**.

Confirm Electronic Signature

I certify that I am the authorized person to sign the document as per the Electronic Signature Agreement I signed and submitted to the Department of Natural Resources and Environmental Control. I agree that providing my account password to sign the document constitutes an electronic signature equivalent to my written signature.

Password Validation

Enter the Password:

Electronically Signing the NOT

Confirm Electronic Signature

I certify that I am the authorized person to sign the document as per the Electronic Signature Agreement I signed and submitted to the Department of Natural Resources and Environmental Control. I agree that providing my account password to sign the document constitutes an electronic signature equivalent to my written signature.

Security Question Validation

Security Question: What is your first phone number?

Answer:*

- ▶ The Electronic Signature confirmation requires a second authentication.
- ▶ Input the answer to the security question, and click **Submit**.
- ▶ The NOT has now been signed electronically.

Electronically Signing the NOT

- ▶ After providing your password and answer to your security question, the ORS returns to the list of projects.

State of Delaware
The Official Website of the First State

DNREC - Online Reporting System [Log Out](#)

Search Criteria

Projects

<input checked="" type="checkbox"/>	Project Name	Project Desc
<input checked="" type="checkbox"/>	NOI4	WOODSIDE FARMS

Search

Documents For Selected Projects

	File Name	Comments	Project Name	Submitted Date	Submitted By	Status
Sign	NOI-GeneralNOIPermit-5 .pdf	GeneralNOIPermit	NOI4	02/23/2016 12:15 PM	wetlanduser	Submitted

[Home](#)

- ▶ Note that after signing the NOT the status of the project changed from “Submitted” to “Signed.”

State of Delaware
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DNREC - Online Reporting System [Log Out](#)

Search Criteria

Projects

<input checked="" type="checkbox"/>	Project Name	Project Desc
<input checked="" type="checkbox"/>	NOI4	WOODSIDE FARMS
<input checked="" type="checkbox"/>	NOI8	TWIN PONDS RESERVE

Search

Documents For Selected Projects

	File Name	Comments	Project Name	Submitted Date	Submitted By	Status
Sign	NOI-GeneralNOIPermit-9 .pdf	GeneralNOIPermit	NOI8	05/13/2016 12:15 PM	wetlanduser	Signed
Sign	NOI-GeneralNOIPermit-5 .pdf	GeneralNOIPermit	NOI4	02/23/2016 12:15 PM	wetlanduser	Signed

[Home](#)

Electronically Signing the NOT

- ▶ You also receive an email providing a link to the electronically signed NOT.
- ▶ The owner will receive a pdf copy of the NOT once the document has been approved by DNREC.

